

# TIMESHEET

Client Name		Order Number	
Address:		Report to:	
		Temp's Name	
		Temps Number	
Tel No:		Category of Work	

Please complete this timesheet carefully. This document is used to calculate worker's pay and your invoice. Enter all start and finish time and deduct a break time.

Week Commencing Date	Week Number

Working Time Hours NOT through AtoB		POA = Period of Availability – FOR DRIVERS & MATES ONLY WT hours = Working Time Hours								Pay and Charge Hours	
Last Week	This Week		Shift	Start Time	Finish Time	Hours	Breaks	POA	WT Hours	Normal	O/T
		Mon									
		Tues									
		Wed									
		Thurs									
		Fri									
		Sat									
		Sun									
<b>TOTAL</b>											

**CLIENT'S DECLARATION**

I/We confirm the hours given are correct. The standard of work was satisfactory and we accept a charge for these hours.  
 I/We agree to pay Simplicity Ltd in respect of the hours given within the payment terms agreed.

Signed: ..... Print Name: .....

**WORKERS DECLARATION**

- declare that the Periods of Availability (POA)\* and Working Time (WT) Hours are correct. \*(FOR DRIVERS & MATES ONLY)
- I confirm that I have entered the Working Time Hours for This Week for paid work not done through AtoB.
- I confirm that I have entered the Working Time Hours for Last Week, for paid work not done through AtoB, and that this is the only non-AtoB work I have done.
- I confirm that I will notify AtoB if I undertake paid work other than through AtoB.

Signed: ..... Print Name: .....

AtoB Recruitment USE ONLY		
Hours	Pay	Charge