

Temporary Worker's Name	
Client's Name	
Client's Address	
Week Commencing	

**PRINCIPAL CHOICE RECRUITMENT
CONSULTANCY LTD**

Kemp House, 152 City Road
London EC1V 2NX

Tel: +44(0) 207 164 6292
Email: payroll@principalchoice.co.uk

TIMESHEET

Days	Date	Start time	End time	Break time	Total hours	Client daily authorised signature and name
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
TOTAL HOURS WORKED:						

I confirm that the Temporary Worker named above has worked the hours stated satisfactory and that your invoice will be paid in accordance with your payment terms. Furthermore, I understand that if we subsequently engage the Temporary Worker or introduce them to a third party, then a placement fee may be charged in accordance with our terms and conditions.
CAN ALL TEMPORARY STAFF PLEASE ENSURE THAT TIMESHEETS ARE COMPLETED & SIGNED AT THE END OF YOUR WORKING DAY/WEEK – TIMESHEETS NEED TO BE SUBMITTED BY MONDAY 12.00 PM TO ENSURE PAYMENT IS PAID ON TIME.

Worker Signature:		Client Signature:		Date:	
Date:		Print Name:			
		Position:			