



IPH Recruitment Ltd
 Hospitality and Catering
 Staffing Solutions

...thinking outside the flock

IPH Recruitment Ltd
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 Volunteer Way
 Faringdon
 SN7 7YR
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 email: info@iphrecruitment.co.uk

TIME SHEET FOR WEEK COMMENCING MONDAY

Worker - last name	Worker - first name	Position
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**PLEASE COMPLETE AND RETURN THIS TIMESHEET TO
 info@iphrecruitment.co.uk
 NO LATER THAN 10:00 AM THE FOLLOWING MONDAY
 SIGNED BY THE CLIENT'S REPRESENTATIVE**

Client Name	Job site address
Client Address	

	Date	Start Time	End Time	Break	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours to be Charged					

I/We confirm that the worker has carried out his/her duties to our satisfaction and that the total hours worked and chargeable is correct. (please ensure that the "Total Hours to be Charged" box is filled in)		
Duly authorised by the client - please print name		
Duly authorised by the client (Signature)		Date