



**Recruitment Ltd**

**Calne Office**

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Calne ■ Wiltshire ■ SN11 9PU

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**Chippenham Office**

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Chippenham ■ Wiltshire  
SN15 1EQ

Tel: 01249 661228  
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**Devizes Office**

5 ■ Wine Street  
Devizes ■ Wiltshire  
SN10 1AP

Tel: 01380 738300  
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# TIMESHEET

Client Name ..... Week Ending.....

Address ..... Temp. Name .....

..... Job Title .....

..... Reporting to .....

..... Start Date.....

Use 24 hour clock to the nearest quarter hour

Day and Date of Assignment	Start Time	Finish Time	Less Lunch Breaks	Total Standard Hours	Total O/Time Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours Claimed					
Total Mileage (round trip) Claimed					

**Pay Rates agreed per assignment and by prior negotiation.**

*I have read and accepted **CMD Recruitment's** terms and conditions of business, and accept the hours and days worked as shown above. The temporary worker has performed his/her duties in a wholly satisfactory manner. I understand that no amendment or adjustment can be made to the hours shown above, once the timesheet has been paid. I confirm that I am authorised to sign the timesheet on behalf of the company.*

**SIGNATURE:** .....

**PRINT NAME:** .....

**TITLE:** .....