The Best Connection
EMPLOYMENT GROUP

INDUSTRIAL SINGLE TIMESHEET
Form

CLIENT NAME	
TELEPHONE NUMBER	
TIME SHEET NUMBER	

BOOKING DETAILS	
ORDER NUMBER	
REPORT NUMBER	
DIVISION	
TEMPS NAME	
TEMPS NUMBER	
JOB CATEGORY	
C.O.T.B NUMBER	

WEEK COMMENCING DATE	WEEK NUMBER

PLEASE COMPLETE THIS TIMESHEET CAREFULLY. THIS DOCUMENT IS USED TO CALCULATE WORKERS WAGES AND YOUR INVOICE. ENTER ALL START AND FINISH TIMES AND BREAK TIME WHICH SHOULD BE DEDUCTED. PLEASE NOTE THAT ANY BREAK TIME NOT ENTERED WILL BE INVOICED IN LINE WITH THE TERMS OF BUSINESS

	Enter all start and finish times using a 24 hour clock						Hours Paid	
	Shift	**Start**	**Finish**	**Break**	**Start**	**Finish**	**N/mal**	**O/T**
EXAMPLE	*Days*	*08:30*	*12:30*	*1/2*	*13:00*	*17:00*		
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
						TOTAL		

AGREEMENT OF HOURS BY CLIENT

These hours have been worked by the worker named above. I am authorised to sign agreement to these hours. I understand that The Best Connection will invoice for these hours in line with our Terms of Business.

Authorised by _____
Print name

Signed by _____

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