

SLS SERVICES LIMITED

1st Floor 7-8 Sterling Buildings, Cartax, Horsham, West Sussex RH12 1DR
 Tel: 01403 216200 Fax: 01403 216201



Timesheet

Client Name: _____ Client Ref: _____
 Address: _____ Week Ending: _____
 Start date: _____
 Name of Temporary: _____ Reporting to: _____
 Job Title: _____ Working at: _____

Day	Date	Start Time	Breaks	Finish Time	Hours actually worked	Overtime Rate 1	Overtime Rate 2
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
							Total Hours Actually Worked

To be completed by the client:

We certify the total hours/days are correct and we will accept your accounts for the chargeable hours/days at the agreed rates.

Authorised Signature: _____ Date: _____
 Name in capitals: _____ Position: _____
 Purchase Order No. _____ Client cost centre: _____

We have received and accept your Terms of Business in respect of the introduction of permanent and temporary workers

Additional Information/expenses/other: