

Peter Knight Recruitment Timesheet



Reports to:		Name of		
Company Name:		Temp worker:		
Tel no:		Employed as:		
		Department:		
		Week Ending:		
Day Worked	Start Time	Lunch (Time Taken)	Finish Time	Total Hours Excluding Lunch
Mon				
Tues				
Weds				
Thurs				
Fri				
Sat				
Sun				
			Total Hours For week	

Client's confirmation

I confirm that the above temp worker has satisfactorily worked and that the account will be paid upon receipt of invoice.

Authorised signature: Position:..... Date:.....
 All temporary placements are subject to Peter Knight Recruitment Ltd terms of business

Temporary's Confirmation

I confirm that the hours recorded above are correct.

Temporary's signature: Date:

Client and temporary to sign, please take a photocopy. Temp worker to take the copy, fax to Peter Knight Recruitment Ltd immediately for processing. Original timesheet to be kept by Client.

**Now fax to 020 7329 6507
 OR scan to Hours@pkcg.london**

**Peter Knight Recruitment Ltd
 Broxbourne Business Centre, Pindar Road, Hoddesdon, EN11 0DB
 Tel: 020 7248 6932**