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| --- |
| **TIMESHEET** |

Please complete and return timesheet before 8am Monday to [admin@priorityhired.co.uk](mailto:admin@priorityhired.co.uk)

|  |  |
| --- | --- |
| Candidate Name |  |
| Week Ending Date |  |
| Company Name |  |
| Company Address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Start Time** | **Finish Time** | **Breaks** | **Hours** |
| **MONDAY** |  |  |  |  |
| **TUESDAY** |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |
| **THURSDAY** |  |  |  |  |
| **FRIDAY** |  |  |  |  |
| **SATURDAY** |  |  |  |  |
| **SUNDAY** |  |  |  |  |
|  |  |  | **TOTAL** |  |

**CLIENT DECLARATION**

(For completion by client on site)

I can confirm that the total hours worked are correct and agree that all assignments are subject to Priority Hired Ltd’s Terms of Business.

|  |  |  |
| --- | --- | --- |
| **Signed** |  |  |
| **Print Name** |  |  |
| **Date** |  |  |