Timesheet

Week Ending: Friday ...../...../..... Centre Code: (For office use only)

TEMPORARY WORKER DETAILS

Name: | Job Title:

Reporting To: | Position:

Home Address:

Postcode: | Signature: | Date:

A completed timesheet must reach the Birchwood office signed by the client and temporary worker no later than 9am Monday or payment will be delayed until the following week.

Integra People Ltd reserves the right to withhold payment until the hours can be verified by the client.

IMPORTANT: To help us find you continuity of work, please indicate an expected contract completion date ...../...../.....

Day	Start Time Hours	Start Time Mins	Finish Time Hours	Finish Time Mins	Less Breaks Hours	Less Breaks Mins	Total Hours	Total Mins
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
						Total Hours		

Your timesheet can be returned via Fax: 0845 4747 315

Please ensure you have deducted breaks and totalled the hours to the nearest 15 mins correctly before signing. Final total should be entered in decimal e.g. 37.50 instead of 37 1/2

CLIENT AUTHORISATION

Integra People Ltd is a labour supplier only and all temporary labour is supplied under the direct supervision of the client. The quality of work is deemed the responsibility of the client. I hereby certify that the hours worked are correct and the work was completed to the client's specification and standard. I understand that this timesheet, along with the confirmation of order and rates, will be used to calculate the client's invoice which cannot be subsequently disputed for hours and quality of workmanship. I accept Integra People Ltd terms of business. I confirm that I am authorised to sign on behalf of the client.

Name: | Position:

Company Name: | Tel No. | Mobile:

Head Office Address:

Site Address:

Contract No: | Order No: | PO No:

Signature: | Date:

Any Questions? Please call Integra People on 01925 838 600
Email: contact@integrapeople.com Web: www.integrapeople.com
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