



82 Great Eastern Street, London EC2A 3JF  
 Tel: 0871 200 0005 Fax: 0871 200 0006  
 Web Site: www.oracleglobal.com E-mail: recruit@oracleglobal.com

WEEK ENDING DATE

--	--	--

**TIME SHEET**

SECTION REF AND NUMBER:

CLIENTS NAME
INVOICE ADDRESS
CLIENT CONTACT
REPORT TO
LOCATION OF WORK
ORDER No.

<b>NAME OF CONTRACTOR</b>	Surname	Forename

**This Timesheet must be signed by both parties & submitted by post or fax no later than 12 noon Tuesday. We will endeavour to pay all timesheets as quickly as possible however those received after this time may not be paid on current weeks payroll.**

JOB No.	SAT	SUN	MON	TUE	WED	THU	FRI	Regular	Overtime
<b>TOTAL</b>									
<b>TOTAL HOURS</b>									

**PLEASE NOTE:** SIGNED \_\_\_\_\_ Contractor's Signature

THE ABOVE NAMED TEMPORARY IS UNDER CONTRACT TO THE AGENCY AND CANNOT THEREFORE ACCEPT ANY POSITION ON THE STAFF OF YOUR ORGANISATION, PERMANENT OR TEMPORARY, OTHERWISE THAN BY ARRANGEMENT WITH THE AGENCY AND ON PAYMENT OF OUR NORMAL INTRODUCTION FEE. SUCH FEE BECOMING DUE AND PAYABLE BY YOU IMMEDIATELY SHOULD THE ABOVE NAMED ENTER YOUR EMPLOYMENT.

We certify that the details of attendance stated above are correct and that the work of the above named has been satisfactory. We confirm our agreement to you terms and conditions of business and undertake to pay your account in accordance with such terms, of which we have received a copy.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ Client's Authorised Signature

STATUS \_\_\_\_\_

**CHECK THIS TIME SHEET CAREFULLY AS YOUR SIGNATURE IS OUR AUTHORITY TO INVOICE FOR TOTAL PAYMENT.**