Date	Client Name	Account No	Timesheet No

Invoice Address

Contact Name

Site Address

Purchase Order

C.O.T.B. No

Week Ending Week No

Client: **Please complete Mon-Sun boxes, sign and return no later than MONDAY 12 NOON.**
This timesheet must be signed by the client before submission for payment. The temporary worker will only be paid on the basis of a signed timesheet.

CCS Recruitment Ltd
1st Floor, Oak Green House
Stanley Green Business Park
Cheadle Hulme, Cheshire, SK8 6QL
Tel: 0161 488 2800
Fax: 0161 488 4782

ENTER ACTUAL HOURS WORKED ONLY NO BREAKS OR TRAVEL TIME

FOR OFFICE USE ONLY

Payroll No	Temps Name	Discipline	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Hours	Pay	Chg	Hours	Pay	Chg

DULY AUTHORISED BY THE CLIENT COMPANY

I/ WE CONFIRM THAT THE HOURS GIVEN ARE CORRECT. THE STANDARD OF WORK WAS SATISFACTORY AND WE ACCEPT A CHARGE FOR THESE HOURS.

I/ WE CONFIRM THAT CCS's TERMS AND CONDITIONS ARE THE SOLE TERMS OF THIS CONTRACT

Signature **Position**

Print Name **Date**

NOTE: WHERE A WORKER SUPPLIED ENTERS INTO DIRECT EMPLOYMENT, WHETHER SELF EMPLOYED OR A CONTRACT OF SERVICE WITH THE COMPANY OR ASSOCIATED COMPANIES/ PARTIES WITHIN 6 MONTHS, AN INTRODUCTION FEE AS PER OUR STANDARD PERMANENT TERMS AND CONDITIONS (COPY AVAILABLE UPON REQUEST) BECOMES PAYABLE FORTHWITH. NO REFUNDS ARE PAYABLE.