

Inside Out Recruitment Ltd.

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TIMESHEET

Week Commencing

Order No

Timesheet ID

Client ID

Candidate ID

Week No

Official Use Only

PLEASE COMPLETE AND RETURN THIS TIMESHEET TO INSIDE OUT RECRUITMENT BY NO LATER THAN 10.00a.m. THE FOLLOWING MONDAY. PLEASE ENSURE IT IS SIGNED BY THE CLIENT REPRESENTATIVE.

Name

	START	LUNCH HOUR	FINISH	TOTAL HOURS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
CANDIDATES SIGNATURE			TOTAL HOURS	
DATE				

Client

Address

.....

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NOTICE TO CLIENT

I certify on behalf of the Client that the aforementioned Candidate has completed the total number of hours stated, at the times detailed above, and to the satisfaction of the Client. I understand that signing this timesheet on behalf of the Client constitutes acceptance of the Terms & Conditions of Business of Inside Out Recruitment Ltd (available to view at www.insideoutrecruitment.co.uk/clientterms)

Signed Print Name