

# Timesheet



A separate invoice will follow

Booking												
Surname	Payroll No.		T/S No.									
First Names	W/E	Office	Mulberry Contact									
Position												
Report To	Job Title			Am start	Lunch start	Lunch finish	P.M. finish	Basic hrs before O/T	O/T hrs	O/T hrs premium-see below	Total hrs inc. O/T premium	
Company Name				Mon								
Address of Booking				Tues								
				Wed								
				Thurs								
P/O	Start Date		Time	Fri								
Invoice Address				Sat								
				Sun								
				*Grand total incl. premium:								
				Hours (in words) incl O/T premium:								
<b>Notes To Client</b>			<p>Temporarily are deemed to be under the direction and control of the Client from the time the Temporary reports to take up duties and for the duration of the assignment and the Client agrees to be responsible for all acts, errors and omissions be they wilful, negligent or otherwise as though the Temporary were on the payroll of the Client and the Client will in all respects comply with all statutes, by laws and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff, but excluding payment of wages, PAYE, etc (See Terms of Business Clause 8).</p>									
<b>Notes to Temp</b>			<p>This Timesheet must be in the office by Monday 9.30 am at the latest or your pay will be a week late. If you cannot report for work notify the agency immediately.          Having accepted this booking may we please remind you of the need to maintain the No.1 reputation of Mulberry. If you are an excellent Temporary this client will continue using Mulberry thus giving both you and us a secure future. Any Temporary not using proper conduct will be instantly dismissed. Help us to help you!          I accept these Conditions of Service (Temporary, Self employed workers).</p>									
Signature of Temp.			Please print clearly			Client Authorisation						
			Name			Position						
			Signature			Date		Time				

## Guarantees

<p><b>Mulberry Client:</b> If the services of a Temporary initially proves to be unsatisfactory no charge will be made up to a maximum of 4 hours, or 2 hours if booking is of 1 day or less (See Terms of Business Clause 10).</p>	<p><b>Mulberry Temporary:</b> If you get a good report during and after each Temp Booking you will get priority on future available Temp work.</p>
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If a client engages a Temporary in a permanent or temporary position within 6 months of the completion by that Temporary of his/her assignment with the client, or secures the temporary services of the Temporary from another agency or source, the client will be liable to the Company for a permanent introduction fee (see clause 7) Terms of Business on back of pink copy.