

Important Note for Clients

Authorisation of this form constitutes confirmation that the total hours shown in the Total box are payable to the Temporary Worker and chargeable to the Client, and that all the work carried out by the Temporary Worker has been checked and is to a satisfactory standard. Please be aware that direct engagement of an Temporary Worker involves the payment of an introduction fee to Thorn Baker - see our Terms for full details.

Important Note for Agency Workers

Please ensure that this timesheet is completed accurately and signed by the client. Failure to do so is likely to delay your payment.

COMPANY NAME	
SITE ADDRESS	
REPORT TO	Hours
Hours agreed by (please print)	Position held
Hours agreed by (Signature)	

Nottingham

T: 0115 947 2005

F: 0115 947 0656

E: nottingham@thornbaker.co.uk

London

T: 0203 036 0542

F: 0203 036 0607

E: london@thornbaker.co.uk

Chesterfield

T: 01246 229 222

F: 01246 229 333

E: chesterfield@thornbaker.co.uk

Mansfield

T: 01623 656 555

F: 01623 656 929

E: Mansfield@thornbaker.co.uk

This timesheet has been downloaded from our website at www.thornbaker.co.uk and is a substitute for our regular timesheets which can be supplied on request. Please contact your Thorn Baker branch below.

Please can you sign your timesheet and a) Fax it back to us or b) Scan it and then email it back to the Thorn Baker branch that you are on assignment for – full details below. Contact your branch for timesheet deadlines.

Temporary Worker's Name (Print)					Week ending Date (Sunday)	
Temporary Worker's Signature			Job Title			
	DATE	TIME STARTED	TIME FINISHED	TOTAL GROSS HOURS	LESS BREAKS	HOURS PAYABLE & CHARGEABLE
MON		am/pm	am/pm			
TUE		am/pm	am/pm			
WED		am/pm	am/pm			
THURS		am/pm	am/pm			
FRI		am/pm	am/pm			
SAT		am/pm	am/pm			
SUN		am/pm	am/pm			
TOTAL HOURS (Written in Words)						TOTAL

Hours should be rounded to the nearest 1/4 at week's end.