

DMD RECRUITMENT TIMESHEET

Note: Your Timesheet must be sent to Payroll@dmdrecruitment.co.uk

Name:	DMD Ref Number: <i>DMD/Temp</i>
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N.B. Please retain a copy for your records and please ensure the Timesheet is Authorised, Hours are Calculated, and correct dates have been inserted and sent across before *12pm on Monday*** Anyone failing to do the above will not be paid until the following week !**

Day:	Date Worked: Date Month Year	Start Time: Hours Mins	Finish Time: Hours Mins	Lunch: Hours Mins	Total Hours Less Break: Hours Min	Sleep ins: (Tick if applicable)
Monday:	__ / __ / __					
Tuesday:	__ / __ / __					
Wednesday:	__ / __ / __					
Thursday:	__ / __ / __					
Friday:	__ / __ / __					
Saturday:	__ / __ / __					
Sunday:	__ / __ / __					
					Weekly Total:	Weekly Total:
Your signature:						
Client Name:						
Service Name: (Address Worked)						
Authorised client signature:						
Please print name of signature:						
Date:						

*Your signature here authorises DMD Recruitment to invoice your company for the total number of hours above, and confirms your acceptance of our Terms and Conditions of Business. I/We agree to pay Easypay Services in respect of the hours given on the due date of the invoice.

Timesheet checklist

- Ensure the timesheet fields are completed correctly to prevent errors and payment delays.
- Give the original copy of the signed timesheet to the client
- Ensure your timesheet/invoice has the correct reference number and week ending date (Sunday).
- Your reference number is quoted on your remittance slip alternatively please contact your DMD Consultant.
- Ensure the client has completed their details in full.
- Please do not send additional timesheets in the post
- Please contact your DMD Consultant should you have any queries relating to your timesheet.