

CONTRACTOR TIMESHEET



Suite 217
Sterling House
Langston Road
Loughton
Essex
IG10 3TS

T. 0203 322 6333

www.theojonesrecruitment.com

THEO JONES RECRUITMENT
SERVICING THE MOTOR INDUSTRY

TIMESHEETS TO BE EMAILED TO INFO@THEOJONESRECRUITMENT.COM

Agency Worker Name					
Client Name					
Client Address					
DAY	DATE	START	LUNCH	FINISH	TOTAL CLAIMED
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Agency Workers Signature				TOTAL HOURS	
Date					

NOTICE TO CLIENTS

We certify that the above-mentioned agency worker has attended for assignment with us at the stated times and to our satisfaction. We agree to be bound by The Terms and Conditions of Theo Jones Recruitment Limited.

Signed		Print Name	
Purchase Order Number			

PLEASE COMPLETE AND RETURN THIS TIMESHEET NO LATER THAN 10.00am THE FOLLOWING MONDAY SIGNED BY THE CLIENT'S REPRESENTATIVE

EMAIL TO INFO@THEOJONESRECRUITMENT.COM

Please contact us on 0203 322 6333 should you have any queries regarding timesheet submission.