

16-18 Manchester Road, Nelson, Lancashire, BB9 7EG  
 Tel: 01282 560222 Fax: 01282 560223  
 Email: [admin@24hrrecruitment.com](mailto:admin@24hrrecruitment.com) Web: [www.24hrrecruitment.com](http://www.24hrrecruitment.com)

<b>CANDIDATE FULL NAME:</b>	
<b>COMPANY:</b>	<b>JOB TITLE:</b>
<b>WEEK ENDING:</b>	

**Summary of Hours worked**

**To be completed by 24 Hr Recruitment employee or person appointed by company**

Please ensure this time sheet is completed, signed by supervisor or client and forwarded to your local 24hr Healthcare branch **no later than 12.00 noon on Monday** to enable wages to be processed and paid in the initial week. Please note that if timesheet reaches us later then stated above wages will not be processed until the following week. Please also attach proof of any expenses.

DAY	TIME STARTED	TIME FINISHED	LESS LUNCH TIME TAKEN	TOTAL HOURS	Office use only
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
					<b>TOTAL HOURS</b>

**To be completed by company representative**

I certify that the above total hours have been satisfactory worked and completed and that payment will be made according to your terms and condition of business, a copy of which I have received and accepted as the basis of our charge.

<b>AUTHORISED SIGNATORY</b>	
<b>PRINT NAME</b>	
<b>TITLE / POTITION</b>	
<b>DATE</b>	

**THIS TIMESHEET MUST REACH OUR AGENCY BY 12.00 ON MONDAY, PLEASE POST OR FAX TO 01282 560223.**

**THANK YOU.**

**OFFICE USE ONLY**

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CCR	