

Company Name:

Address:

WEEK ENDING

:

NAME OF TEMPORARY WORKER

:

REPORTING TO

:

DETAILS	MON	TUES	WEDS	THURS	FRI	SAT	SUN	
START TIME								
START OF LUNCH								
END OF LUNCH								
FINISH TIME								TOTAL HOURS
HOURS WORKED								

**CLIENTS
CONFIRMATION**

We certify that the total hours worked are correct and we will accept K2 Recruitment Ltd's T/A Downtown Recruitment's accounts for the chargeable hours at the agreed rate. We agree to accept K2 Recruitment Ltd's t/a Downtown Recruitment Terms and Conditions of Business as provided and we acknowledge that should any temporary worker introduced by K2 Recruitment Ltd t/a Downtown Recruitment accept an offer of employment by us an Introduction Fee will become payable.

AUTHORISED SIGNATURE

:

NAME (BLOCK CAPITALS)

:

POSITION

:

IMPORTANT: Please return by email to accounts@dtrec.co.uk or by hand to Downtown office in Thame (timesheet must be received by Monday 10.00am, following the week you worked to ensure timely payment of wages)