

<b>Company Name:</b>
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								<b>TOTAL HOURS</b>
HOURS WORKED								

<b>CLIENTS CONFIRMATION</b>	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@dtrc.co.uk](mailto:accounts@dtrc.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)**