

109 High Street, Thame, Oxon, OX9 3DZ. Tel : 01844 212666 Fax : 01844 260367 e-mail : accounts@dtrc.co.uk

Company Name:	
Address:	
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WFFK	ENDING

NAME OF TEMPORARY WORKER

REPORTING TO

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

CLIENTS	We certify that the total hours worked are correct and we will accept K2 Recruitment Ltd's T/A
CONFIRMATION	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	:
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NAME (BLOCK CAPITALS) :

POSITION :

IMPORTANT: Please return by email to <u>accounts@dtrc.co.uk</u> 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)

website : <u>www.dtrc.co.uk</u> K2 Recruitment Ltd t/a Downtown Recruitment Registered office address; Units 1 & 2, Field View, Baynards Green, Bicester, Oxfordshire, OX27 7SG. Registered in England and Wales No. 03331758 VAT No. 687 3952 75.