

# TIMESHEET



**FREEDOM  
RECRUITMENT**

Your Name .....

Week Ending Sunday .....

COMPLETED AND AUTHORISED TIMESHEETS MUST BE RETURNED TO FREEDOM RECRUITMENT BY MONDAY 3PM (15:00 HRS). PLEASE ENSURE YOUR TIMESHEET IS SIGNED AND SUBMITTED BY THIS DEADLINE TO ENSURE THAT YOU ARE PAID ON TIME AS ANY UNAUTHORISED OR LATE TIMESHEETS WILL DELAY PAYMENT.

DAY	Start Time	Finish Time	Breaks	Hours Worked	Overtime
MON					
TUE					
WED					
THUR					
FRI					
SAT					
SUN					
WEEKLY TOTAL					

## BOOKING DETAILS

Job Title .....

Company Name .....

Location .....

Consultant Name .....

## CLIENT AUTHORISATION

By signing this timesheet, I verify the number of hours worked by the temporary worker during the preceding week or part thereof. My signature below will be deemed conclusive evidence of both the time stated as worked by the temporary worker and satisfaction of that work.

Signature .....

Print Name .....

Date .....

### LONDON

Academy House, 36 Poland Street,  
London, W1F 7LU  
Tel 020 7734 9779 Fax 020 7734 1101  
temps@freedomrecruit.com

**PLEASE POST, FAX OR E-MAIL THE  
COMPLETED TIMESHEET TO THE  
RELEVANT FREEDOM OFFICE OR  
CONSULTANT.**

### BIRMINGHAM

Colmore Plaza, 20 Colmore Circus,  
Queensway, Birmingham B4 6AT  
Tel 0121 262 4160 Fax 0121 262 4161  
temps.birm@freedomrecruit.com