



16 Chequer Street
 St Albans
 Hertfordshire
 AL1 3YD

Staff Timesheet

Please note: Timesheets must be received **by Friday evening** to be included in payroll for the coming week. Please ensure that this timesheet is completed in full and any alterations are countersigned and faxed or scanned through to **01727 837453** or becky@reddoorrecruitment.co.uk

Name: _____ Week Ending: _____

Client: _____ Contact: _____

Address Worked: _____

	Date	Start	Lunch	Finish	Total	Holiday pay (hrs)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Hours Required						

<p>By signing this declaration you are confirming that the number of hours worked are correct and that work carried out was satisfactory. As an agent acting on behalf of your company, you are authorising payment to the candidate and payment of the invoice.</p> <p>In the event any candidates are employed on full time basis after being introduced by Red Door Recruitment Ltd the client will pay a fee based on the terms and conditions agreed.</p>	Client Name (Please Print)
	Position
	Signature: