

# BUCKINGHAM RECRUITMENT

2<sup>ND</sup> FLOOR | 68-69 ST MARTIN'S LANE | LONDON | WC2N 4JS

## TIMESHEET

NAME OF TEMPORARY WORKER	
COMPANY WORKING FOR	
WEEK COMMENCING	

**Please record times in hours and minutes, not decimals. The weekly total will be rounded to the nearest 15 minutes.**

**Please note that lunchbreaks are unpaid.**

	Morning Start	Morning Finish	Total Morning Hours	Afternoon Start	Afternoon Finish	Total Afternoon Hours	Total Hours for Day
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

TOTAL HOURS WORKED	
SIGNED ON BEHALF OF COMPANY	

PLEASE SEND YOUR SIGNED TIMESHEET BY **SUNDAY EVENING** AS PAYROLL IS PROCESSED ON MONDAY MORNING  
SCAN AND EMAIL TO [TIMESHEETS@BUCKINGHAMRECRUITMENT.CO.UK](mailto:TIMESHEETS@BUCKINGHAMRECRUITMENT.CO.UK)