

BRANCH:

Tel : 020 7940 2000 | Email: Finance@easytalentgroup.com | www.easytalentgroup.com

TEMPORARY WORKER please ensure your completed, signed timesheet is returned to Easy Talent by 12 o' clock Monday to avoid delay in your pay.

CLIENT Contact Name _____

CLIENT Co Name & Address _____

Booking Ref/PO No. _____

TEMP Name _____				PAY CODE _____				AWR ☐		
Week Commencing	MON	TUES	WED	THURS	FRI	SAT	SUN	OFFICE	USE	ONLY
								O/R		
Time Started								T No.	1	
Time Finished								C No.	2	
Lunch/Free Time								TOTAL HOURS OFFICE USE ONLY	3	
Total Daily Hours									4	
Client Daily Signature									5	
OFFICE USE ONLY	MIN	MIN	MIN	MIN	MIN	MIN	MIN		6	

CLIENT please fill in ALL boxes OR cross through ALL boxes for ANY days not worked. Please ensure you have completed **(Lunch/Free Time)**. You are charged and Easy Talent Temp is paid according to your entries. Retain second copy: give remaining copies to Easy Talent Temp. Wages are not paid without them. Please see our terms overleaf.

 CLIENT
comment

CLIENT signature

Please note that your signature is taken as acceptance of our terms

CLIENT
position

 Temp
signature

