



Timesheet must reach us by **Monday 12pm** to be paid that week.
 Email: timesheets@quicktemp.co.uk Fax: 0333 121 1324

NAME _____ WEEK ENDING _____

NATURE OF ASSIGNMENT _____ REPORT TO _____

COMPANY NAME AND ADDRESS _____

| | DATE | START TIME | FINISH TIME | BREAK | NIGHT OUT | POA | TOTAL HOURS WORKED |
|-----------|------|------------|-------------|-------|-----------|-----|--------------------|
| MONDAY | | | | | | | |
| TUESDAY | | | | | | | |
| WEDNESDAY | | | | | | | |
| THURSDAY | | | | | | | |
| FRIDAY | | | | | | | |
| SATURDAY | | | | | | | |
| SUNDAY | | | | | | | |

Candidate (This is a legal requirement):

I understand I am obliged to provide all working time regardless of whether I work for Quicktemp or any other employer. I confirm that the information set out in this timesheet is completely accurate and I understand that PCN fines will be deducted directly from my salary and any falsification of the information contained in this timesheet may result in prosecution under the Road Transport Working time Regulations 2005 and/or the termination of my engagement with Quicktemp.

I declare that the information I have given on this timesheet is correct, complete and that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of this information from this form to and by any Quicktemp authorised body for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Signed: _____

Name: _____ Date: _____

Client (This is a legal requirement):

I am an authorised signatory of the above named client and I am signing to confirm that the hours/shifts on this timesheet are accurate and we approve payment. I consent to the disclosure of the information from this form to and by any Quicktemp authorised body for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud. I confirm that I/we understand and agree to Quicktemp's current terms of business. A standard introduction fee as per our terms of business will be charged if one of our candidates is taken on full time by yourselves or engaged through a different agency.

Signed: _____

Name: _____

Position: _____ Date: _____