

Marketplace

Group

Marketplace
Recruitment

Marketplace
Human Resources

Marketplace
Technical



TIMESHEET

Company you are working at

49 - 53 QUEENS ROAD
WATFORD WD17 2QN
TEL: 01923 243000
EMAIL: ma@marketplacegroup.co.uk

ACCOUNTS DEPARTMENT
49 - 53 QUEENS ROAD
WATFORD WD17 2QN
TEL: 01923 243000
FAX: 01923 233411
EMAIL: accounts@marketplacegroup.co.uk

TEMPORARY NAME

WEEK COMMENCING

JOB TITLE

REPORTING TO

DEPARTMENT

DETAILS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TIMESHEETS MUST BE RECEIVED BY 10AM EACH MONDAY TOTAL HOURS (MINUS LUNCHBREAKS)
START TIME								
FINISH TIME								
LUNCH BREAK								
TOTAL HOURS								
PO NUMBER:	ADDITIONAL INFORMATION:							

We certify that the total hours worked are correct and we will accept your accounts for the chargeable hours at the agreed rate. We agree to accept your terms and conditions of business and we acknowledge that should any temporary worker introduced by you accept an offer of employment by us, a fee calculated in accordance with your normal scale of charges for the introduction of permanent staff will become Payable

Client Signature: _____ Name in Capitals: _____ Position: _____ Date: _____

Email timesheets to: ma@marketplacegroup.co.uk, jf@marketplacegroup.co.uk, temporaries@marketplacegroup.co.uk or Fax to: 01923 233411