



RECRUITMENT

K2 Recruitment Ltd Timesheet
5 London Road, Bicester, OX26 6BU

Bicester Office: Banbury Office:
Telephone: Telephone:
01869 247799 01295 709300

Email all timesheets to timesheet@k2recruitment.co.uk by 9am Monday morning

Clients Name & Address	Instructions: Timesheets MUST be returned to K2 Recruitment Ltd's offices by hand or email; no later than 9.00am Monday. Failure to do so will result in delayed payment. Additional timesheets can be downloaded from www.k2recruitment.co.uk Email: timesheet@k2recruitment.co.uk
Name of Temporary Worker	Assignment Start Date:

TO EMPLOYEE - use nearest Quarter Hour

Date Worked	Time Started	Time Finished	Less Breaks	Total Hours Worked	FOR OFFICE USE ONLY	
Mon. / /						Standard Hours (Basic Rate)
Tues. / /						OT (Basic Rate)
Wed. / /						Time + Half
Thurs. / /						Double
Fri. / /						Other
Sat. / /						
Sun. / /						
Total Hours worked this week						

FOR TEMPORARY STAFF: I hereby certify that the above is a correct record of the hours I have worked and that I accept the conditions of work supplied to me

Signature: _____ Name: _____ Date: _____

FOR CLIENT: We certify that the total hours worked are correct and we will accept K2 Recruitment Ltd's accounts for the chargeable hours at the agreed rate. We agree to accept K2 Recruitment Ltd's Terms and Conditions of Business as provided and we acknowledge that should any temporary worker introduced by K2 Recruitment Ltd accept an offer of employment by us an Introduction Fee will become payable.

Signature: _____ Name: _____ Date: _____

INSTRUCTION TO TEMP: Top Copy (White) - Return to Agency 2nd Copy (Pink) - Leave with Client 3rd Copy (Blue) Retained by Temp.