



Email: [tempdesk@pursuitrecruitment.co.uk](mailto:tempdesk@pursuitrecruitment.co.uk)  
 Tel: 01245 266864  
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Client Name:..... Candidate Name:.....  
 Contact Name..... Week ending:.....

**Timesheet – Please ensure this is signed by your line manager or an authorised signatory. Return via fax by Monday 12 noon to guarantee payment for hours worked.**

	Time Started	Time finished	Breaks	Hours worked	Date
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Total Hours worked					
Overtime hours					

Authorised  
 Signature:.....Date:.....Position.....  
 Print Name.....Contact telephone number.....