

TIME SHEET

Time Sheet No	Invoice No	Commence Date	Week Ending	Consultant Kate Morton
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<i>CLIENT DETAILS</i>	<i>TEMPORARY WORKER'S DETAILS</i>				
Invoice Address	Name				
Client Contact	Position				
Work Address	Hours Worked				
	AM		PM		
Tel	Start	End	Start	End	TOTAL
Fax	Monday				
Account Number	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	TOTAL HOURS				
	Hours in Words				

Please Initial Any Alterations

Important Notice to Clients

1. If you engage a Temporary on a direct basis (Temporary or Permanent), you will be liable for a fee. Please refer to our Terms and Conditions.
2. Please calculate the total hours to the nearest 15 minutes.
3. Please check the hours carefully and ensure that lunch breaks have been deducted.
4. You will be invoiced for the hours in the "Total Hours" box.

Client's Authorised Signatory

**TO ENABLE US TO PAY THE
TEMPORARY
WORKER ON TIME THIS
TIMESHEET MUST BE
COMPLETED AND RETURNED
TO FASHION PERSONNEL BY
NO LATER THAN 10am ON THE
MONDAY FOLLOWING THE
BOOKING**

<i>Signed</i>	_____
<i>Name (printed)</i>	_____
<i>Position in Co.</i>	_____