

Form Title: Standard Timesheet  
 Form Ref: MF 036  
 Author: Kevin Barker  
 Date: Jan 2018  
 Version: V1.0



SECTION 1 TO BE COMPLETED BY TEMPORARY WORKER		Week ending Sunday					
YOUR NAME:		HOURS WORKED - Exclusive of Lunch Hours & Travelling Time PART HOURS - Please state as a decimal eg 1/2 hour =0.5					
TRADE:							
MACHINE TYPE:		Days	Start Time	Break	Finish Time	Overtime	Total
PLANT NO / REG NO:		Monday					
BUCKETS:	ATTACHMENTS:	Tuesday					
I CONFIRM I HAVE CARRIED OUT MY DAILY GREASE, LUBRICANT AND INSPECTION:		Wednesday					
		Thursday					
SIGNATURE:		Friday					
PURCHASE ORDER NO:		Saturday					
MACHINE HOURS:		Sunday					
30 MINUTE BREAK WILL BE AUTOMATICALLY DEDUCTED UNLESS AUTHORISED						Total Hours	
MILOMETER READING:		Please total all columns and STRIKE OUT empty boxes					
COMMENTS/ BREAKDOWN DETAILS		A K APPROVAL:					
		INVOICE NO:					
		DATE AUTHORISED:					
SECTION 2 TO BE COMPLETED BY CLIENT		Week ending Sunday					
NAME OF COMPANY		I hereby certify the total hours above are a correct record of the hours worked by the temporary worker and understand that these hours will be used to calculate the charge for the basic hours and overtime hours and are NET OF BREAKS. I also accept A K Recruitment Ltd current Terms and Conditions of Business for the supply of Temporary Workers. I am authorised by the Client to sign this timesheet					
ASSIGNMENT LOCATION:							
SITE CONTACT:							
TEL NO:							
SIGNATURE:		To safeguard your organisation ensure all boxes are totalled					
PRINTED NAME:		POSITION IN COMPANY:					
		DATE:					

**This document must be signed and completed in full including the Client Purchase Order Number  
 EMAIL NO LATER THAN MIDDAY MONDAY TO ENSURE  
 THAT YOUR WAGES ARE PROCESSED  
 OR POST TO A K Recruitment, Unit 59, Foxmoor Business Park, Chelston, Wellington, TA21 9RF  
 or Email to : kevin@akrecruitment.co.uk**