



PROFESSIONAL

# Timesheet

One timesheet per company

Timesheet must be returned to [HClimesheets@skipper-recruit.co.uk](mailto:HClimesheets@skipper-recruit.co.uk) by Monday 9am latest.

Week  
ending

Client  
company

Name

	Description of works	Start time	Finish time	Breaks	Hours worked	Company to sign and print daily/Additional notes
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

**Client Declaration:** I certify that I am an authorised employee of the named client and that the above named Agency Worker has attended for assignment with us at the stated times and to our satisfaction. By signing this timesheet I certify that I have read and agree to be bound by the Terms & Conditions of Skipper Recruit Ltd, including payment terms. Once this timesheet has been signed, the actions taken as a result will not be able to be rectified. By signing this timesheet, this instructs Skipper Recruit Ltd to make payment to the temporary worker which can not be undone, rendering the signature and approval date of this timesheet final. No credits will be done, if this timesheet has been signed.

Name

Position

Signature

Date