

CLIENT NAME

SITE ADDRESS

WEEK ENDING

WEEK NO.

TIMESHEET NO.

CONTRACTOR'S NAME

ASSIGNMENT / JOB NUMBER

Inspired Recruitment Ltd

Suite 4a
St Christopher House
217 Wellington Road South
Stockport
SK2 6NG
tel: 0161 4292828
fax: 0161 4292812



INSPIRED
RECRUITMENT

email: timesheets@inspiredrecruitment.com

**CLIENT: PLEASE COMPLETE AND SIGN.
PLEASE RETURN NO LATER THAN 12PM ON THE FOLLOWING TUESDAY**

THIS TIMESHEET MUST BE SIGNED BY THE CLIENT BEFORE SUBMISSION FOR PAYMENT. THE CONSULTANCY WILL ONLY BE PAID ON THE BASIS OF A SIGNED TIMESHEET.

ENTER ACTUAL HOURS WORKED ONLY (NO BREAKS OR TRAVEL TIME)

	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL

DULY AUTHORISED BY THE CLIENT COMPANY

I CONFIRM I AM AUTHORISED TO VERIFY ON BEHALF OF THE CLIENT COMPANY AND DO VERIFY THE EXECUTION OF THE CONSULTANCY SERVICES AS SET OUT.

I/WE CONFIRM THAT THE HOURS GIVEN ARE CORRECT, THE STANDARD OF WORK WAS SATISFACTORY AND WE ACCEPT CHARGE FOR THIS WORK AND HOURS.

I/WE CONFIRM THAT INSPIRED'S TERMS AND CONDITIONS ARE THE SOLE TERMS OF THIS CONTRACT.

NOTE: WHERE A CONSULTANCY SUPPLIED ENTERS INTO DIRECT EMPLOYMENT WHETHER SELF EMPLOYED OR A CONTRACT OF SERVICE WITH THE COMPANY OR ASSOCIATED COMPANIES/ PARTIES WITHIN 6 MONTHS AN INDUCTION FEE AS PER OUR STANDARD PERMANENT TERMS AND CONDITIONS (COPY AVAILABLE UPON REQUEST) BECOMES PAYABLE FORTHWITH, NO REFUNDS ARE REPAYABLE.

SIGNATURE

POSITION

PRINT NAME

DATE