



Candidate Name:

Client:

Order Number:

Weekending Date:

## Time Sheet

Conditions:

1. Please return a copy to Be Personnel. Client to retain original for reference.
2. Time Sheets MUST be returned to the Be Personnel office no later than 10.00am Monday morning. This may be done via Hand Delivery, Post or Facsimile.
3. All candidates should confirm each Time Sheet with their personal signature to verify that all information is correct.
4. Please use SUNDAY as the LAST day of each working week and enter the relevant date in the space provided above.
5. Please enter ALL order numbers that may apply to this job.
6. The Conditions of this Contract you have entered into are full covered by the Terms and Conditions already supplied to yourself.

	Normal Daily Hours	All Overtime Hours	Breaks Deducted	Total Hours Payable	Any Expenses/ Bonus Payable
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>Total</b>					

I confirm that the work has been carried out to our satisfaction and confirm that the above Temporary Worker has worked the total hours as stated. Total hours are NET hours after deduction of breaks and Be Personnel Terms and Conditions of Business are acceptable as a basis of this contract.

Print Name:

Position:

Client Signature:

Candidate Signature: