



Name	Job Title	
Ltd Company (if applicable)	Week Ending Date (Friday)	
Job Purchase Order No	Final Timesheet (to notify the end of your assignment place an F in the box)	

**PLEASE NOTE: NO TIMESHEET NO PAY**

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL HOURS
Basic Hours/Days								
Lunch Breaks (Unpaid)								
Basic Hours/Nights								
Overtime Hours								
<b>TOTAL HOURS</b> (Minus Lunch Breaks)								

**Health & Safety**

1. I confirm that I have received a workplace induction from the Client
2. I confirm that I have received Health & Safety information relevant to my assignment from the Client
3. I confirm I do not have any Health & Safety concerns regarding this assignment in the Clients workplace

Your Signature ..... Site Location .....

**Timesheet Checklist**

1. Timesheets must be submitted to the below address/fax by 5pm Monday to ensure prompt payment
2. Any timesheets received after Monday will be processed the following week
3. Ensure that all boxes are accurately completed to prevent errors in pay or payment delays.

<b>TO BE COMPLETED BY THE CLIENT</b>	
Authorised Manager's Signature* .....	
Name & Position of Signatory .....	
Client Organisation .....	Date .....
<small>*Your signature is authorisation that the hours shown are correct and the work was performed satisfactorily with prescribed specification, that you have received and accepted Dutton Recruitment's current terms of business and that lunch and break hours are deducted from the total of number of hours that have been signed for.</small>	

F: 01443 844 449  
 E: cardiff@duttonrecruitment.com  
 Unit D11 // 3-4 Treforest Industrial Estate // Pontypridd // Rhondda Cynon Taff // CF37 5UR  
[www.duttonrecruitment.com](http://www.duttonrecruitment.com)