

PRIME

PERSONNEL

HERON TOWER 18TH FLOOR
 110 BISHOPSGATE LONDON EC2N 4AY
 TEL 020 3425 9650
 FAX 020 3475 2403
 EMAIL: TIMESHEETS@PRIMEUK.COM

COMPANY NAME:							
LINE MANAGER/HR CONTACT NAME:							
CONTRACTOR NAME:							
TIMESHEETS MUST BE SUBMITTED BY TUESDAY 10.30AM. TIMESHEETS RECEIVED AFTER THIS DEADLINE WILL NOT BE PAID UNTIL THE FOLLOWING WEEK. INCORRECTLY CALCULATED TIMESHEETS WILL BE RETURNED AND MAY CAUSE DELAY IN PAYMENT							
DATE	DAY					DAYS PLEASE INSERT EITHER 1 OR 0.5	
	MONDAY						
	TUESDAY						
	WEDNESDAY						
	THURSDAY						
	FRIDAY						
WEEKEND OVERTIME HOURS							
DATE	DAY	START	FINISH	LUNCHES ONLY TO BE WORKED WITH CLIENTS CONSENT	START	FINISH	HOURS
	SAT						
	SUN						
I, THE CLIENT AGREE THE HOURS WORKED TO BE ACCURATE AND ACCEPT THE CONDITIONS LISTED BELOW							
CLIENT SIGNATURE:						TOTAL DAYS	
CLIENT NAME:							
POSITION:						OVERTIME HOURS	

The person named on this timesheet is under contract to IDW & Associates Ltd t/a Prime Personnel and therefore is unable to accept any temporary or permanent employment within your company (or subsidiaries) other than by arrangement with Prime and on payment of a permanent placement fee. The agency shall not be responsible for loss, damage, expense or inconvenience resulting from or caused by any wilful default, dishonesty, disclosure of confidential information, breach of faith or any negligent or other act or omission by the employee while engaged on the client's business or while in the client's premises or arising out of or in any way connected with the services to which the contract relates, and the client will indemnify the Agency in respect of any liability to which the agency might therefore be exposed