



PROVIDING THE GOLD STANDARD IN TEMPING SINCE 1999

IMPORTANT:

All timesheets must be returned by **12:00pm MIDDAY on Monday** in order to receive your pay on Friday. Timesheets after this time will be processed the following week.

3 Q TEMP DETAILS :

Name:

Position:

Client name:

Location / Unit:

CLIENT DETAILS :

Client:

Report to:

Title:

Department:

DATE OF WEEK END:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Date:							
Start Time:							
Finish Time:							
Breaks: (deduction from hours)							
Saturday Premium: (✓ or X)							
Total Hours:							
TOTAL HOURS THIS WEEK (MON-SAT):				TOTAL HOURS THIS WEEK (SUNDAY):			

I hereby confirm the hours and breaks signed are a true record of the hours I have worked and the breaks I have taken.

Temp's Name: _____

Temp's Signature: _____

I hereby certify that the total hours signed for a correct record of the hours worked and all breaks have been deducted. I also confirm that the Client Organisation will make payment within fourteen days of invoice.

**Print
Name:**

**Authorised
Signature:**

Title:

Date:

NOTES TO CLIENT: Signature on the timesheet confirms acceptance of 3Q Recruitment charge rates, terms & conditions and satisfaction with the duties carried out.

THANK YOU FOR USING THE SERVICES OF 3Q RECRUITMENT