



SAPPHIRE RECRUITMENT

Tiverton Branch
4a Angel Hill, Tiverton,
Devon. EX16 6PE
Tel: 01884 255 664
Fax: 01884 255 564

Exeter Branch
3 Philip House, Honiton Road
Exeter, Devon. EX1 3RU
Tel: 01392 368 988
Fax: 01392 368 991

AGENCY WORKER DETAILS

Name:

Position:

For Week Ending

Customers Name :.....

Invoice Number:

Order Number:

<i>Day /Date</i>	<i>Start Time</i>	<i>Finish</i>	<i>Hours</i>	<i>Break</i>	<i>POA Hours</i>	<i>Total Hours</i>	<i>Customers Signature</i>
<i>Sunday</i>							
<i>Monday</i>							
<i>Tuesday</i>							
<i>Wednesday</i>							
<i>Thursday</i>							
<i>Friday</i>							
<i>Saturday</i>							
<i>Comments :</i>							

NOTE TO THE CLIENT (Please read before signing)

Authorising this timesheet confirms that you have agreed that we will pay the temporary worker for the hours above and that you agree to Sapphire Recruitment Logistics Ltd Terms of Business.

NOTE TO THE TEMPORARY WORKER

Timesheets must be signed by your Supervisor and returned immediately after completion of your working week/shift. If we do not receive your timesheet by 10.30am on Monday morning we will be unable to process your wages and payment will be delayed as per 5.3 of your contract.

WORKERS DECLARATION

I agree that the hours shown above are true and correct, and that I have complied with all regulations relating to Driving hours and the Working Time Directive. I have also included, where applicable, any other work carried out with other Agencies/Employers, and I undertake to return all tachograph charts to Sapphire Recruitment within the specified period.

DRIVERS SIGNATURE..... **PRINT NAME**