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**SAPPHIRE**  
 RECRUITMENT

**EMPLOYEE DETAILS**

**Name:** .....  
**Position:** .....  
**Company:** .....

**For Week Ending:**.....

**Invoice Number:** .....

**Order Number:** .....

<i>Day</i>	<i>In</i>	<i>Out</i>	<i>Lunch</i>	<i>Total</i>	<i>Regular Hours</i>	<i>Overtime Hours</i>	<i>Total</i>
<i>Sunday</i>							
<i>Monday</i>							
<i>Tuesday</i>							
<i>Wednesday</i>							
<i>Thursday</i>							
<i>Friday</i>							
<i>Saturday</i>							
					<i>Total</i>		
					<i>Rate</i>		
					<i>Total</i>		

**Signed for Company:** ..... **Date:** .....

**Name:** ..... **Job Title:** .....

**NOTE TO THE CLIENT (Please read before signing)**

Authorising this timesheet confirms that you have agreed that we 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.