



WEEKLY TIMESHEET

FAO	Company	Fax / Email
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Please complete and return to Bralin payroll office either by fax to 01270 252 177 or by email to payroll@bralinrecruitment.co.uk **NO LATER THAN 12 MIDDAY ON MONDAY**

Week Commencing	Customer A/C No	Customer Order No
Reporting To	Department	

Site Address:	Invoice Address (if different):
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Temporary Workers Name and Payroll Number	Hours Worked (minus breaks)							Total Hours	Charge Rate
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun		

Total Hours for Timesheet

AUTHORISATION

I certify that the TOTAL hours have been satisfactorily worked. I acknowledge receipt and acceptance of Bralin Recruitment Ltd's Terms of Business for the supply of this / these Temporary Worker(s). I authorise Bralin Recruitment Ltd to use this Timesheet as the basis of an Invoice which will be paid in accordance with Bralin Recruitment Ltd's Terms of Business as stated.

Authorised Signature	Date:
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Print Name	Position within Organisation
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