



**THIS TIMESHEET MUST BE  
RETURNED BY 9am MONDAY**

7a Bolton Road, Eastbourne, East Sussex, BN21 3JU

**Tel:** 01323 737010 / **Fax:** 01323 737011

**Email:** [info@graftersrecruitment.com](mailto:info@graftersrecruitment.com)

**Note to Temps:** Please note that it is YOUR responsibility as the temp to ensure your timesheet has been completed in FULL including all hours and totals of hours, signed by the client & received by Grafters Recruitment by 9am every Monday following the week worked (or on a Tuesday where a Bank Holiday falls on a Monday). **Please complete all sections.** Scan/copy & email your completed timesheet to [info@graftersrecruitment.com](mailto:info@graftersrecruitment.com)

Title	Forename	Surname	Week Commencing
Company		Job Title	

**IMPORTANT NOTICE** - please do not include any unpaid lunch breaks within your hours. Failure to ensure that the hours detailed below are completed correctly in full and clearly – including Totals – and failure to get your time sheet signed by the client and sent to us on time, will result in non-payment of your wages.

Please use the 24 hour clock when entering your hours worked. eg. 07:00 – 13:00 / 19:00 – 07:00				
Day	Start Time	Finish Time	Unpaid Break	Total number of hours and minutes for day worked
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				
<b>Total hours of work for the week:</b>				

**DECLARATION of Temp**

I certify that I have read, understood and agree to the conditions stated and that the hours worked are correctly listed.

**DECLARATION of Company**

I certify that the hours listed above are correct and that the work of the Temporary Worker has been satisfactory and no claim or claims will be made against Grafters Recruitment Consultants arising out of any act or omission on the part of the Temporary Worker during the course of his or her service. I, also, certify that I fully agree to Grafters Recruitment Consultants' Terms of Business.

**Signature of Temporary Worker**

**Client Name (please print)**

**Date**

**Client Signature**

**Date**