

YOU

Personnel

TIMESHEET

Agency ID

Client ID

Order No

Agency Worker

Timesheet ID

Week Ending

Telephone Number: 01293 665588

Address: 2nd Floor, Old Bank Chambers, 39 Station Road, Horley, Surrey RH6 9HW

**PLEASE COMPLETE AND RETURN THIS TIMESHEET
NO LATER THAN 10.00a.m. THE FOLLOWING MONDAY
SIGNED BY THE CLIENT'S REPRESENTATIVE**

Agency Worker's Name..... Week commencing Monday.....

| | START | LUNCH | FINISH | BASIC HOURS | OVERTIME |
|-----------|-------|-------|--------|-------------|----------|
| MONDAY | | | | | |
| TUESDAY | | | | | |
| WEDNESDAY | | | | | |
| THURSDAY | | | | | |
| FRIDAY | | | | | |
| SATURDAY | | | | | |
| SUNDAY | | | | | |

| | | | |
|---|------------------------|--|--|
| AGENCY WORKER'S SIGNATURE..... DATE..... | TOTAL HOURS | | |
|---|------------------------|--|--|

Client:

Address:

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NOTICE TO CLIENTS

We certify that the above-mentioned agency worker has attended for assignment with us at the stated times and to our satisfaction. We agree to be bound by The Terms and Conditions of New Millennia Payroll Services Ltd or any of its subsidiary, associated or holding companies.

Signed..... Print Name

NOTICE TO AGENCY WORKER

Should the Agency Worker have any queries regarding pay, please telephone the New Millennia payroll department at New Millennia Group Ltd, 1121 Ashton Old Road, Openshaw, Manchester, M11 1AA Tel: 0161 337 9882 Fax: 0161 320 6342