



Hortlinks Recruitment LLP

Dalton House, 60 Windsor Avenue, London, SW19 2RR

Tel: 0844 445 7700

Fax: 0709 288 7722

TIMESHEET No:-

Worker Name:	
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Customer Name/Company:	
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Week Ending, Friday:	/	/	
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Purchase Order No:	
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Day	Start Time	Stop Time	Lunch Break	Hours Worked	Chk'd
Sat					
Sun					
Mon					
Tue					
Wed					
Thur					
Fri					
Total Hours:					

Signed on behalf of the Customer:	
Print Name:	

Time sheets must be received by the HortLinks Office by 11.00 am on Monday Mornings

TIMESHEET MUST BE SIGNED BY THE CUSTOMER FOR YOU TO BE PAID !

Office Use Only:-

Payroll No:		Customer No:	
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	Pay Hours	Pay Rate	Hours x Rate	Charge Hours	Charge Rate	Hours x Rate
Hours at STD Rate						
Hours at OVT Rate						
Hours at DBL Rate						

Weekdays Worked:	
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