

TIMESHEET



MEDINA CHAMBERS
TOWN QUAY
SOUTHAMPTON
SO14 2AQ
TEL 023 8033 4444
EMAIL accounts@faststream.co.uk

FAX 023 8063 3772

To:-

**TO ENSURE PROMPT PAYMENT PLEASE RETURN
TIMESHEET WITHOUT DELAY TO ABOVE ADDRESS**

ACCOUNT No.	TIME SHEET No.	WEEK ENDING	CLIENT ORDER No.
TIME SHEET REF.			

CONTRACTOR NAME

REPORTING TO

Please state hours as Decimal eg 1/2 hr = 0.50

	Basic	O/T 1	O/T 2	Other	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL					

I certify that the hours shown are a correct record of those worked by me under my terms of engagement and the contract signed with Faststream Recruitment Limited.

CONTRACTOR'S SIGNATURE

I certify that the hours shown have been satisfactorily worked and accept this will form an invoice which will be paid on receipt. I confirm we have a copy of your terms of business. If I engage the Contractor on a direct basis a fee in line with Faststream Recruitment Limited's terms of business becomes payable.

SIGNATURE _____

PRINTED NAME _____

TITLE _____ DATE: _____

CLIENT'S AUTHORISED SIGNATORY

NOTES:



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