



TIMESHEET NUMBER _____

Please return

INVOICE NUMBER _____

INVOICE DATE _____

Timesheet - Hourly Paid

Client - For queries regarding the time sheet please contact our Finance Office.

Consultant - Please ensure that the time sheet is fully completed and signed.

Please note that charges which largely represent wages paid will be subject to a separate invoice which is payable within our terms of business.

Please copy for your records and email to:
finance@chrecruitment.co.uk

Name of Consultant:							
Nature of Assignment:							
Client Name and Address:				Consultant Address (if different from contract):			
Report to:				Contact:			
Day/Date Start:			Time Start:			Week Ending Date:	
CERTIFICATE OF HOURS WORKED						(To be completed by CH Recruitment)	
	FROM	TO	HOURS	BREAK	HOURS LESS BREAK	Standard Hours	Overtime
						Pay	Charge
MON						Hourly Rate	Hourly Rate
TUES						£	£
WED						Sub Total	Sub Total
THURS						£	£
FRI						Overtime Rate Per Hour	Overtime Rate Per Hour
SAT						£	£
SUN						Sub Total (O/T)	Sub Total (O/T)
I certify that a total of:						£	£
Hours have been worked satisfactorily and that payment will be made in accordance with the Terms of Business which are located at: www.chrecruitment.co.uk/terms_temp Hours are paid and charged to the nearest ¼ hour.						Total inc. O/T	Total inc. O/T
						£	£
Signature _____						VAT	
Print Name _____						£	
						Total inc. VAT	
						£	
Position _____				Date _____			