

CLIENT NAME

SITE ADDRESS

WEEK ENDING

WEEK NO.

TIMESHEET NO.

CONTRACTOR'S NAME

ASSIGNMENT

inspired recruitment ltd

1st floor
oak green house
stanley green business park
cheadle hulme
cheshire
sk8 6ql

tel: 0161 488 2889
fax: 0161 485 3428



**CLIENT: PLEASE COMPLETE MON-SUN BOXES AND SIGN.
PLEASE RETURN NO LATER THAN 12PM ON THE FOLLOWING TUESDAY**

**THIS TIMESHEET MUST BE SIGNED BY THE CLIENT BEFORE SUBMISSION FOR
PAYMENT. THE CONSULTANCY WILL ONLY BE PAID ON THE BASIS OF A SIGNED
TIMESHEET**

ENTER ACTUAL HOURS WORKED ONLY (NO BREAKS OR TRAVEL TIME)

MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL

DULY AUTHORISED BY THE CLIENT COMPANY

I CONFIRM I AM AUTHORISED TO VERIFY ON BEHALF OF THE CLIENT COMPANY AND DO VERIFY THE EXECUTION OF THE CONSULTANCY SERVICES AS SET OUT.
I/WE CONFIRM THAT THE HOURS GIVEN ARE CORRECT. THE STANDARD OF WORK WAS SATISFACTORY AND WE ACCEPT CHARGE FOR THIS WORK AND HOURS.
I/WE CONFIRM THAT INSPIRED'S TERMS AND CONDITIONS ARE THE SOLE TERMS OF THIS CONTRACT.

NOTE: WHERE A CONSULTANCY SUPPLIED ENTERS INTO DIRECT EMPLOYMENT WHETHER SELFEMPLOYED OR A CONTRACT OF SERVICE WITH THE COMPANY OR ASSOCIATED COMPANIES/ PARTIES WITHIN 6 MONTHS AN INDUCTION FEE AS PER OUR STANDARD PERMANENT TERMS AND CONDITIONS (COPY AVAILABLE UPON REQUEST) BECOMES PAYABLE FORTHWITH, NO REFUNDS ARE REPAYABLE.

SIGNATURE

POSITION

PRINT NAME

DATE