



TIME SHEET

CLIENT

Address

Client Contact

Working Hours

Temporaries Name

Job Description

W/C

	AM	PM	TOTAL HOURS	
			Normal	Overtime
MON				
TUE				
WEDS				
THURS				
FRI				
SAT				
SUN				
	TOTAL			

AUTHORISED COMPANY SIGNATURE

PLEASE PRINT

WHITE COPY: CLIENT COPY, PLEASE RETAIN

YELLOW COPY: THIS COPY MUST BE RETURNED TO OSBORNE APPOINTMENTS BY 10am MONDAY TO STOP PAYMENTS BEING DELAYED.

BLUE COPY: CONTRACTORS COPY, PLEASE RETAIN.

NOTE: We reserve the right to reduce hourly rate to the minimum for hours worked if the contract is not completed.

FOR WELWYN GARDEN CITY : FAX: 01707 377089

FOR STEVENAGE : FAX: 01438 721020

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