



TIMESHEET

Hampstead Bureau Limited
 t: 020 7435 8194
 f: 0871 246 2662 (Timesheet Fax)
 e: accounts@hampsteadbureau.com
 w: www.hampsteadbureau.com

Name of Temporary: Job Title:
 Name of Client: Contact Name:
 Week Ending: Friday/ Working Hours:

HOURS WORKED

DAY	START AM	LUNCH START	START PM	END PM	HOURS WORKED
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL HOURS FOR THE WEEK...					

Temporary Workers Note:

Please ensure your completed and signed timesheet reaches us no later than Monday at 10 a.m. otherwise we cannot process the timesheet until the following week. **FAX to 0871 246 2662** or scan and email to payroll@hampsteadbureau.com . If for some reason the time sheet is delayed, please let us know first thing on Monday morning.

Clients Note:

- ▶ A minimum of 4 consecutive hours are charged in any one working day.
- ▶ Should you wish to retain the services of one of our Temporary Workers in a Permanent capacity, a fee of 17.5% plus VAT of the annual salary will be payable to Hampstead Bureau Ltd.

If you have any cause for complaint concerning our temporary workers, please contact our office **immediately** so we can rectify the situation at once.

I/We agree that the hours shown above are correct.

Client Signature: Position:

Printed Name: Date:

Please indicate whether or not the Temporary Worker is required next week: YES NO