

# FOH

NAME OF TEMPORARY: \_\_\_\_\_

**IMPORTANT HELP TO TEMPORARY WORKER**  
 If certain essential parts of this timesheet are not filled out, then your salary will not be paid on time.  
 Therefore please feel free to use this simple checklist below to help you remember the vital areas:

FOH Recruitment, 6 Dyer's Buildings, London EC1N 2JT

- 1: Have you put in the week ending date  
 tick-box
- 2: Have you put your total basic hours and total overtime hours separately?  
 tick-box
- 3: Is the timesheet signed by the client?  
 tick-box
- 4: Have you entered the client's company name?  
 tick-box
- 4: Is your name on the top of the timesheet?  
 tick-box
- 5: Have you signed the timesheet yourself at the bottom?  
 tick-box
- 6: Finally your timesheet must be faxed through to us on +44 (0)20 7430 6699 at the latest by 10am on the Monday following your working week.  
 tick-box

FX +44 (0)20 7430 6699

WEEK ENDING DATE:

DEPARTMENT:

NAME OF CLIENT COMPANY:

ADDRESS:

CONTACT:

(Salary can not be paid unless the client signs this timesheet)

**HOURS WORKED** (basic hours are minus your lunch break)

	START	FINISH	Time Taken for Lunch	Basic Hours	Overtime Hours
MON					
TUE					
WED					
THUR					
FRI					
SAT					
SUN					

CLIENT AUTHORISATION

Total of Hours at Basic Rate

Total Overtime Hours

NAME - IN BLOCK CAPITALS:

POSITION:  
RECEPTION

CLIENT'S SIGNATURE:

TEMP'S SIGNATURE:

DATE:

ORDER No:

Code:

By signing this timesheet the Client confirms that the hours shown above have been worked by the Temporary Worker, acknowledges receipt of FOH

Recruitment Ltd's Terms of Business and confirms that payment will be made in accordance with those Terms of Business.