



RecruitmentPlus

Tel: 042 9356910 Fax: 042 935 6916

Temp Name: _____

Client Name: _____

Week End: _____

We must receive your signed timesheet BEFORE Monday 10am to ensure you are paid the following Friday.

Day	Date	From am /pm	To am/pm	Standard hours worked	Overtime hours @ time + ½	Overtime hours @ doubletime	Department
Sun							
Mon							
Tue							
Wed							
Thur							
Fri							
Sat							
Total Hours To be invoiced exclusive of breaks							

These hours and our Terms of Business relating to the introduction of temporary staff are deemed to be accepted by the Client by virtue of a signature on behalf of the client company.

If the client engages a member of the Agent's temporary/contract staff on a permanent, self employed or freelance basis either during or within 12 months after termination of a temporary engagement with the client, the Client shall immediately notify the Agent and the Client is rendered liable for the payment to the Agent of the normal introduction fee.

The Hirer should indemnify Recruitment Plus Ltd against any injury, loss, damages, proceedings in respect of Employers & Public Liability claims which may arise in respect of staff supplied by Recruitment Plus in the course of their contracted duties.

Temp Signature _____

Please Print _____

Client Signature _____

Please Print _____

The client undertakes to notify RecruitmentPlus immediately should there be any discrepancy on the hours or any dissatisfaction with the temporary staff provided. A signature on behalf of the client company represents acceptance of our payment terms and payment is expected on receipt of invoice

Temps - Please retain a copy of the signed timesheet for your own records