

Registration No:-



T - 0870 609 1804

F - 0870 609 1805

POST TIME SHEET TO:  
 G & G Recruitment Solutions Ltd,  
 1 Katemon Court, High Street, Stanstead  
 Abbots, Herts, SG12 8AS

Your name or your Limited Company:..... Your Signature.....  
 Your Address:..... Print Name.....  
 ..... Week Ending.....

DAY	HOURS WORKED AM	HOURS WORKED PM	OVERTIME HOURS	DAILY	TOTAL HOURS PAYABLE
MON					
TUES					
WED					
THURS					
FRI					
SAT					
SUN					
<b>TOTAL</b>					

I am authorised to certify that the work has been carried out to our satisfaction and confirm that the standard / overtime hours or days worked are correct.  
 Total hours are NET hours after deduction of breaks and the G & G Recruitment Solutions Ltd Terms & Conditions of Business of which I am in receipt apply in all circumstances

Company Name:.....  
 Authorised by.....  
 Position.....  
 Signature..... Date.....

When calculating hours worked please round to the nearest 15 minutes. Please express your hours worked in hours and minutes. Our Terms of Business of which you are in receipt apply in all circumstances. Further copies are available on request. To ensure prompt payment please return correctly authorised timesheets AND invoices (Limited Companies) to arrive by 10am every Tuesday to the above address. We do not accept faxed timesheets.