

time sheet

Ipswich Princes Street
 Unit 7 Friars Courtyard
 30/32 Princes Street
 Ipswich IP1 1RJ
 Tel: 01473 217399
 Fax: 01473 233283



Company name:

Order no:

Site address:

Address:

Week ending:

Postcode:

Using the attributes listed below please rate each operative using the following scale:

1	2	3	4	5
POOR	AVERAGE		EXCELLENT	

Name	Trade	Mon hours	Tue hours	Wed hours	Thu hours	Fri hours	Sat hours	Sun hours	Total hours	Time Keeping	Attitude	Skill level

NOTICE TO CUSTOMER

HOURS SIGNED ARE NET OF BREAKS

- By signing this timesheet you accept the terms and conditions of business and agree that either a faxed or an electronic copy of this document to be legally binding as proof of total hours worked satisfactorily and you will accept accounts for the hours worked at the agreed charge rate.
- You acknowledge that should you employ or contract any temporary worker introduced by Agentis, a fee calculated on our normal scale of charges for the introduction or permanent staff will become payable.

AUTHORISED COMPANY REPRESENTATIVE:

Forename Surname
PRINT NAME (BLOCK CAPS) PRINT NAME (BLOCK CAPS)

Signature Date