

# TIMESHEET



H/O: Vulcan House Restmor Way Wallington  
Surrey  
SM6 7AH

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Email: [timesheets@impressrecruitment.com](mailto:timesheets@impressrecruitment.com)

**Note:** Please ensure ALL timesheets reach our offices by MONDAY MORNING 08.00AM completed and signed.  
You can do this by post, fax or email. Details are on the right.  
**FAILURE TO DO SO MAY RESULT IN DELAY ON YOUR PAYMENT FOR THAT WEEK.**

Candidate Name: \_\_\_\_\_

Candidate Address: \_\_\_\_\_

Candidate Sign: \_\_\_\_\_

Please complete the timesheet below accurately and ensure that it is signed by a senior member of Staff. Impress Recruitment Services bears no responsibility for inaccurate entry of information. Under no circumstances must you claim elsewhere for the hours worked through Impress Recruitment nor must you transfer hours worked for Impress Recruitment onto the timesheet of another agency. Such a breach of your contract with Impress Recruitment is a criminal offence and may result in criminal prosecution.

Day	Date	SESSION 1		SESSION 2		SESSION 3		Total Breaks (hh:mm)	Total Hours
		Start Time	End Time	Start Time	End Time	Start Time	End Time		
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

I am authorised to review and sign this timesheet on behalf of the client. By signing this timesheet I agree to your Terms of Supply. Having checked, I agree that the above named individual has worked the hours stated on this timesheet and authorise payment to Impress Recruitment Services for the hours stated within this timesheet. I understand that engaging the above named temp permanently will render us liable for an introductory fee in accordance with your terms and conditions of supply. Whilst using Impress Recruitment Services, we will refrain from engaging the same temps you supply through another agency. We also agree not to encourage, facilitate, condone or introduce your temps to other agencies. We understand that rates of pay and charge are sensitive information and agree not to discuss rates of pay and charge with your temps or with any other competing parties.

Weekly Total:

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Clients Signature: \_\_\_\_\_

Date: \_\_\_\_\_

