

# WEEKLY TIME RECORD

No: \_\_\_\_\_

Week Ending \_\_\_\_/\_\_\_\_/\_\_\_\_(Sunday)

**TIME SHEETS TO ARRIVE IN CONSTRUCT'S OFFICE BY 12.00 MID-DAY MONDAY**



7-9 Churchfield Road, London W3 6BH  
Tel : 020 8993 1001 Fax : 020 8992 8099  
timesheets@constructrecruitment.com

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ONE TIME SHEET PER SITE

(Please ensure ALL time sheet fields are completed correctly)

DAY	START TIME	START LUNCH	FINISH LUNCH	FINISH TIME	TOTAL
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
<b>WEEKLY TOTAL HOURS TO BE PAID BY CLIENT</b>					

**THE CLIENT UNDERTAKES TO CHECK EACH TIME SHEET BEFORE HE SIGNS IT. IN THE EVENT THAT LUNCH BREAKS/BANK HOLIDAYS ARE SIGNED FOR THEY MUST BE PAID IN FULL**

## CONFIRMATION OF WORKED HOURS

COMPANY \_\_\_\_\_

SIGNED \_\_\_\_\_ NAME \_\_\_\_\_

POSITION \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

Signature of a Timesheet shall constitute a binding acceptance that the relevant personnel has/have worked to the hours recorded by the Timesheet and that the service has been satisfactorily provided

WE DRAW YOUR ATTENTION TO THE FOLLOWING FROM OUR TERMS AND CONDITIONS - In the event that within the period of 12 months following any personnel ceasing to be supplied by the Company to the Client, such personnel is/are employed directly by the Client, by any company or business associated with the Client or by any company or business to whom the personnel was/were introduced by the Client, the Client shall be liable to pay the Company an introduction fee equivalent to that which would have been payable under these conditions had such individual(s) been introduced to the Client as a permanent employee. Such fee will be payable forthwith upon the engagement by the Client of such individuals. The Client hereby warrants that it has a current insurance policy covering all usual insurable risks in relation to the running of a site, including but not limited to insurances covering public liability, employers liability, accidents at work and claims which may be made against the company in relation to the service.