

Time Sheet

Fax to Payroll Department on +44 (0)1580 212685 or Email to accounts@arxconsultancy.com before 10:00Hrs on Monday for PAYE Employees or 10:00Hrs on Tuesday for Limited Company Contractors					
Contractor Name					
Job Title					
Reports To					
Client Name					
Client Address					
Purchase Order No.					
Notice Period					
Week Commencing					
Ensure Hours are Recorded to the Nearest ¼ Hour and in the Following Format Example: 5.00, 5.25 (for 5¼), 5.50 (for 5½) and 5.75 (for 5¾)					
Day	Ctort	Finish	Proph(s) Hours to		
Dav	Start	FIIIISN	Break(s) Hours to		

Day	Start Time	Finish Time	Break(s)	Hours to be Paid
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

To be Signed by Your Line Manager					
We Confirm that the Hours Detailed Above are an Accurate Record of the Hours					
Worked by the Candidate Specified in this Timesheet					
Print Name	Sign				
Position	Date				

ARx Recruitment Services \diamondsuit 5A Bedgebury Business Park \diamondsuit Bedgebury Road \diamondsuit Goudhurst \diamondsuit Kent \diamondsuit TN17 2QZ Tel: 01580 211221 \diamondsuit Fax: 01580 212685 \diamondsuit email: mail@arxconsultancy.com \diamondsuit www.arxconsultancy.com