



TIMESHEET

Temporary Division

Please print out this form and complete and return by post or fax to:

Mango Personnel Ltd, 57 High Street, Exeter EX4 3DJ

Tel: 01392 201140 Fax: 01392 201141

to ensure that we receive it by Monday 10am at the latest

Candidate Name _____
Week Ending (Sunday) _____
Client Name _____
Reporting to _____
Position in company _____

Day	Start	Finish	Lunch (not paid)	Total	Overtime Hours (if applicable)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTALS Rounded up to nearest ¼ hour					

Confirmation of Hours This timesheet has been prepared by the Candidate supplied to you by us in accordance with our Terms and Conditions of Business, and shows the hours worked by the Candidate for the relevant period. Please ensure that an authorised person on your behalf completes and signs the section below. The Candidate will take a photocopy and return the original for your records. You will automatically receive a copy of this timesheet with your invoice.
Confirmed by _____ Signed _____
Position in company _____ Dated _____

<p style="text-align: center;">Candidate</p> <p style="text-align: center;">When calculating your hours please round up to the nearest ¼ hour. 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 available upon request.</p> <p>Please ensure timesheets are faxed or received by 10am on a Monday morning for a BACS payment the following Friday.</p>
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