OUTSOURCE
recruitment

Timesheet

Temp name

Company name

Temp position

Week number

Week commencing

Week ending

This Timesheet should be returned to the office by 9am on Monday at the latest. Failure to meet this deadline will result in delayed payment.

Day	Date	From am/pm	To am/pm	Time deduct lunch etc	Total hours actually worked		
					Single time hours	Overtime hours x1.5	Overtime hours x2
Mon							
Tues							
Wed							
Thu							
Fri							
Sat							
Sun							
When entering hours, please round-off to the nearest 15mins				**Total hours**			

Confirmation and acceptance of terms

1. We agree that the total hours shown and out terms of business relating to the introduction of temporary staff as deemed to true and correct (actual hours worked) and we agree to be invoiced accordingly by Outsource.
2. The client undertakes to notify Outsource immediately should there be any discrepancy on the hours or any dissatisfaction with the temporary staff provided - Payment is expected on receipt of invoice.
3. If the client engages a member of the Agent's temporary/contract staff on a permanent, self-employed or freelance basis either during or within 12 months after termination of a temporary engagement with the client, the Client shall immediately notify the Agent and the Client is rendered liable for the payment to the Agent of the normal introduction fee.
4. Outsource hold the hirer responsible for both Employers and Public Liability of all temporary staff supplied.

Client Name _____

Client Signature _____

Position _____

Date _____

Does this contract continue next week? Yes €   No€

Company Stamp