



as selective as you are

PDF TIMESHEET

Bracknell : 01344 319 998 Staines : 01784 490 020 Twickenham : 0208 892 7484 Weybridge : 01932 857 771 Reading : 01189 394 488

This document can be fully filled out on your computer (except for the signature field) with the Adobe reader application and then printed using the 'print' button at the bottom of the document. However a filled version of this document cannot be saved and closed. To fill the document simply click in the desired field and type normally. After printing please return to your Source 4 offices by post or fax (as depicted above). Full Terms of Business can be found at <http://source-4.co.uk/employerstob.html>

Booking	T/S No.
Surname	Payroll No.
First names	Week Ending
Position	Office
Report To	Job Title
Company Name	Source4 Contact
Address of Booking	Invoice Address
P/O	Start Date Time

Hours Worked

	AM start	Lunch start	Lunch finish	PM finish	Basic hours before O/T	O/T hours	O/T hours X preium*	Total hours inc. O/T Premium
Mon								
Tues								
Wed								
Thur								
Fri								
Sat								
Sun								

*Grand Total Including Premium	*Hours (in words) incl O/T Premium
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Client Autorisation (Please print clearly)

Name	Position
Signature	Date Time

Notes to Temp

Once you have completed your time sheet please ensure this signed timesheet must be faxed or sent to the office by Monday 9.30 am at the latest if your pay is to be processed in time for the Friday. **No client signed timesheet = no pay!** If you cannot report for work notify the agency immediately. Having accepted this booking may we please remind you of the need to maintain the No1 reputation of Source4. If you are an excellent Temporary this client will continue using Source4 thus giving both you and us a secure future. Any Temporary not using proper conduct will be immediately dismissed. Help us to help you.

Notes to client

Temporaries are deemed to be under the direction and control of the Client from the time the Temporary reports to take up the duties and for the duration of the assignment and the Client agrees to be responsible for all the acts, errors and omissions be they wilful, negligent or otherwise as though the Temporary were on the payroll of the Client and the Client will in all respects comply with the statutes, bylaws and legal requirements of which the Client is ordinarily subject in respect of the Client's own staff, but excluding payment of wages, PAYE etc. (see Terms of Business clauses Temporary and others). **Client authorisation:** I certify by signing this document that the hours shown on this timesheet were worked satisfactorily. Also that the overtime premium should be paid and charged on hours in excess of basic hours (normally 8 hours per day Monday to Friday). I also confirm that all breaks have been deducted. I confirm that the invoice will be paid within 14 days from the Week Ending date above, unless other payment terms have been agreed in writing prior to the booking commencement. I have received a copy of the company's Terms of Business.*

Signature of Temp

Guarantees

Source 4 client: if the services of a Temporary initially prove to be unsatisfactory no charge will be made up to a maximum of 4 hours, or 2 hours if booking is of 1 day or less (see Terms of Business Clause Temporary 8). Source 4 temporary: if you get a good report during and after each Temp Booking you will get priority on future available Temp work.

If a client engages a Temporary in a permanent or temporary position within 6 months of the completion by that Temporary of his/her assignment with the client, or secured the temporary services of the Temporary from another agency or Source, the client will be liable to the Company for the permanent induction fee (see clause 5 and 6*) of Terms of Business.