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www.activesen.co.uk

accounts@activesen.co.uk / info@activesen.co.uk

Timesheet

<u>Candidate Name:</u>	<u>School Name:</u>
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	Date	Start Time	End Time	Breaks	Days Claimed
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Total Days	

As authorising signatory, I confirm that the above hours are the total hours to be invoiced.

Client Signature _____ **Date** _____

Candidate Signature _____ **Date** _____

The above named member of Active Recruitment Ltd worked the hours shown above and we agree to pay your account and abide with your terms of business, which are available on request.

Please scan and email this timesheet to accounts@activesen.co.uk

Our full standard terms and conditions apply to this booking. Any temporary member of staff taken in full or part time employment will be subject to our standard introduction fee.

It is the candidate's responsibility to ensure we receive a copy of the signed timesheet by no later than 11.00am on Monday. Any timesheets received after this cut-off will be paid the following week.