



ORCHARD PROFESSIONAL SOLUTIONS LTD

RECRUITMENT PROFESSIONALS

48 West Street, Leven, East Yorkshire, HU17 5LF
Tel: 01482 236678
Email: info@orchardps.co.uk

EMPLOYMENT TIME SHEET

Client/Company Name:

Client Address:

Report To:

Employee:

WEEK COMM ___ / ___ / ___	START TIME	BREAKS	FINISH TIME	TOTAL HOURS LESS BREAKS	EXPENSES
MON					
TUE					
WED					
THUR					
FRI					
SAT					
SUN					
TOTALS					

We confirm that the total hours worked are correct and the work has been carried out to a satisfactory standard. We will accept your invoice for the chargeable hours and will pay the invoice in full. We agree to Orchard Professional Solutions Ltd terms or business and we acknowledge that should we offer permanent employment to any temporary workers introduced by you, a fee calculated in accordance with your normal scale of charges for the introduction of permanent staff will become payable.

Clients Signature.....

Name (block caps).....

Date.....

TO BE SIGNED BY THE CLIENT AND RETURNED NO LATER THAN 10AM MONDAY