



Please complete and return this timesheet signed by the Client's representative to timesheets@borneltd.com before 10:00am on Tuesdays

Temporary Worker Name..... Week Commencing Monday.....

	Start	Lunch	Finish	Basic Hours	Overtime	Location/Order Number
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

	Description	Total
Expenses (only additional expenses agreed with the client)		

Temporary Worker Signature	Total Hours		
Date			

Client Company Name.....
 Address.....

Notice to Client

By signing this timesheet, the Client (i) certifies the Temporary Worker has satisfactorily carried out the assignment at the stated times (ii) acknowledges that we will rely upon the signed timesheet as authority to pay the Temporary Worker and invoice the Client accordingly and (iii) undertakes to pay the relevant charges. The signatory warrants that they are authorised to sign this timesheet on behalf of the Client.

Signed Print Name.....

Notice to temporary worker

Should the Temp have any queries regarding pay, please telephone the Borne Resourcing Payroll Department at 2nd Floor, New Wing, Somerset House, Strand, London WC2R 1LA. Tel: 020 3701 7420 Fax: 020 7990 9097

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