



Sentinel House, Harvest Crescent
 Ancells Business Park, Fleet GU51 2UZ
 T: 01252 788918 W: www.venusrecruit.co.uk

Booking details (please use capitals)

Surname	First Name	Order No.
Week Ending Date		T/S No.
Client Name		Venus Contact
Client Address		<p>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 duties and for the duration of the assignment. The Client agrees to be responsible for all acts, errors and omissions be they wilful, negligent or otherwise as though the Temporary were on the payroll of the Client. The Client will in all respects comply with all the statute, bylaws and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff; excluding payment of wages, PAYE etc.</p>
Report to		
Start Date	Start Time	
Invoice address (if different from above)		<p>Notes to Temporary: This timesheet must be with Venus by 6.30pm on this week ending date to ensure payment of wages on time. If you cannot report for work please notify Venus immediately. Many thanks and welcome to the Venus team!</p>

Basic hours worked						
	Mon	Tues	Wed	Thurs	Fri	
Hours worked less breaks						Total hours worked before overtime
NOTE TO TEMP: Please mark any days above with an 'H' if holiday pay has been requested for these days.						Signature of temp

Overtime hours worked									
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Sub total	Premium	Total
								X1.5	
								X2	
Grand Total of hours worked including overtime									
GRAND TOTAL of hours worked in WORDS									

Client Authorisation	
<p>I certify that the hours shown on this timesheet were worked satisfactorily and also that overtime premium should be paid and charged on hours in excess of basic hours (normally 8 hours per day Monday to Friday). I confirm that the invoice for this Temporary will be paid within 14 days from the Week Ending date above. I have received a copy of the company's Terms of Business.</p>	<p>Name</p> <p>Position</p>
	<p>Signature</p> <p>Date</p>
<p>If the Client engages a Temporary in a permanent or temporary position within 6 months of the completion of his/her assignment, or secures the service of the Temporary from another agency or source, the Client will be liable for the permanent introduction fee (please refer to Terms of Business).</p>	