



LONDON RECRUITMENT GROUP
 447 E Kenton Road Harrow Middlesex HA3 oxy
 Tel. Number: 02039500275 & 02039500276

Total Timesheets:- Sheet no:-

Please ensure your timesheet is fully and correctly completed and signed by a senior staff for each day worked during the week (Monday – Sunday) and clearly scan and email to timesheets@londonjobs.london before Monday 1200 hours to secure payment on that week. Failure to do so may result in your payment being delayed.

First name:		Last Name:	
Agency ID:		Tel. Number:	
Client Name:		Candidate town:	
Business Unit:		Week Ending:	

By signing this timesheet you agree that the stated hours are correct and, in the event of a dispute regarding claimed hours, the candidate will be liable to pay any overstated amount unless the timesheet has otherwise been authorized by the client

DAY	Day(dd/mm/yy)	START	FINISH	BREAK	TOTAL HOURS	AUTHORISE BY
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

The above named London Recruitment candidate worked the shown hours and we agree to pay your account within 21 days upon receipt of your irreversible invoice. We also understand that if we engage the temporary worker permanently during this time or after this agreement, we are liable to pay your permanent staff induction fee.

Candidate Signature:		Authorised by: (Name & Position)	
Specialty:		Signature:	

STUDENT students need to submit their timesheets on studentstimesheets@londonjobs.london
NOT STUDENT not student need to submit their timesheet on timesheets@londonjobs.london

Remember: Always leave a duplicate of your correctly completed timesheet with the client by the end of the working week to ensure timely payment