

**THIS TIMESHEET MUST BE RECEIVED BY 3PM MONDAY**



**TIMESHEET FAX LINE: 0845 389 2329 or email to publishing@redwood-professionals.com**

Redwood Publishing Recruitment, a division of Redwood Professionals Ltd  
 PAYROLL OFFICE : 12-13 Beaumont Gate, Shenley Hill, Radlett, Herts. WD7 7AR  
 Tel: 0845 389 2189 www.redwood-professionals.com

Registered in Cardiff No: 02525196  
 VAT Registration: 540 237 475  
 www.KPpublishing.com



Temporary Worker  
 Name \_\_\_\_\_

Job Title \_\_\_\_\_

Client \_\_\_\_\_

Location \_\_\_\_\_

Week Ending  
 Sunday \_\_\_\_\_

	DATE	START TIME	FINISH TIME	LUNCH START TIME	LUNCH FINISH TIME	TOTAL HOURS WORKED	OVERTIME	DAILY TOTAL
Example	01/06/2009	09:00	17:30	13:00	14:00	7.5	2	9.5
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

WEEKLY  
 TOTAL \_\_\_\_\_

By signing this timesheet the Client hereby confirms that:

- a) The hours shown on this timesheet have been worked and are correct;
- b) They have received and accepted Redwood Professionals Ltd Terms of Business which can be viewed at [www.redwood-professionals.com](http://www.redwood-professionals.com) and, in particular, Clause 7 relating to the payment of Transfer Fees;
- c) This signed timesheet will form the basis of an invoice payable within 14 days of the date of the invoice unless otherwise agreed by a Director of Redwood Professionals Ltd in writing.

CLIENT SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

DATE \_\_\_\_\_