

Finlay House, 10-14 West Nile Street, Glasgow, G1 2PP
 First Floor Miller House, 18 George Street, Edinburgh, EH2 2PF

Tel: 0141 226 3101 Fax: 0141 204 0463
 Tel: 0131 225 7744 Fax: 0131 220 0266

www.changerecruitmentgroup.net

Client Name :

Address:

Name of Temporary Worker:

Purchase Order Number:

(to be completed by Client)

Week-Ending Date:

Assignment Start Date:

*** PLEASE COMPLETE ACCURATELY – DEADLINE MONDAY 12noon ***

SUMMARY OF HOURS WORKED

	Time Started	Time Finished	Time taken for Meals	Hours Actually Worked	Paid Holiday Request	Hours	Time Rate
Monday							X Standard
Tuesday							X 1.5
Wednesday							X 2
Thursday							
Friday							
Saturday							
Sunday							

I agree that a total of Hours

Has been satisfactorily worked and that payment in respect of these hours will be made in accordance with your terms and conditions of business previously endorsed.

Authorising Signature:

Print Name:

Position:

Date:

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