

## Time Sheet

Temp / Contractors Name: (Block Caps) \_\_\_\_\_

Client Organisation Name: (Block Caps) \_\_\_\_\_

Date: \_\_\_\_\_

Please ensure that completed time sheets are signed by your supervisor at the Client organisation and sent to MBI Recruitment Limited by 1<sup>st</sup> Class Post. Payment will only be made against properly completed, signed and submitted time sheets.

Please use Hours and Minutes when completing the time sheet e.g. 7 hrs 30 mins (remember 60 mins in each hour!) Please round total up or down to the nearest 15 minutes.

	Date	Start Time	Break	Finish Time	Total Basic Hours Worked		Total Agreed O/T Worked	
					Hrs	Mins	Hrs	Mins
Mon								
Tues								
Wed								
Thurs								
Fri								
Sat								
Sun								
<b>TOTAL</b>								
Office use								

I agree that the hours worked above are accurate and that the work has been completed to a satisfactory standard. I hereby authorise MBI Recruitment Limited to invoice the Client under the terms of the contract to which it relates.

Temp / Contractor: \_\_\_\_\_ (signature)

Client Supervisor: \_\_\_\_\_ (signature)

For Client Organisation: \_\_\_\_\_ Date: \_\_\_\_\_

I need more Time Sheets: Yes  (download at [www.mbi-recruitment.co.uk/jobseekers\\_zone](http://www.mbi-recruitment.co.uk/jobseekers_zone))

This is my last Time Sheet for this Client: Yes

I am due to finish this assignment on: \_\_\_\_\_ Pls arrange more work from: \_\_\_\_\_

Please send my P45: Yes

When completed please return to:

Accounts Department, MBI Recruitment Limited, 2<sup>nd</sup> Floor, Custom House, Limehouse Court, 3-11 Dod Street, London, E14 7EQ  
Tel: 020 7537 4343 Fax: 020 7537 4354 email: [accounts@mbi-recruitment.co.uk](mailto:accounts@mbi-recruitment.co.uk) website: [www.mbi-recruitment.co.uk](http://www.mbi-recruitment.co.uk)  
VAT Number: