



EMAIL TIMESHEETS TO :

payroll@blueprintrecruit.com

Week Commencing date :

Department :

Contractor Name :

Client Company & Address :

Employee Number :

Client Contact :

PLEASE STATE HOURS AS DECIMAL E.G. 1/2 HOUR = 0.50
 PLEASE WORK TO THE NEAREST 0.25 HOURS (15 MINUTES)

	Basic	OT1	Other	Total
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total				

Notes :

I certify that the above hours are a correct record of those worked by me under my terms of engagement and the contract signed with Blueprint Recruitment Solutions LTD

Contractor's Signatory

Date of Signature

I certify that the hours shown above have been satisfactorily worked and accept this will form an invoice which will be paid on receipt. I confirm we have a copy of you terms of business. If I engage the contractor on a direct basis a fee in line with Blueprint Recruitment Solutions LTD terms of business becomes payable.

Client's Authorised Signatory

Date of Signature

TO ENSURE PROMPT PAYMENT RETURN TIMESHEET BEFORE OUR DEADLINE MON 5PM TO :
 Blueprint Recruitment Solutions LTD, Faretec, Carnac Court, Cams Hall Estate, Fareham, PO16 8UY
 t: 02392 603030 f: 02392 603031