



Recruitment International

Contractor Name _____

Client Name _____

Assignment Details/ Ref _____

Week Commencing _____

Week Number _____

Please make sure the details are completed and signed off by the correct Authorising Manager, and at the end of the week - any timesheet not signed by the correct Manager, will cause a delay in payment. You must accurately complete the actual hours/ days you worked each day in the space provided and total in hours and minutes/ days.

	Date	Start Time	Finish Time	Lunch	Overtime Hours	Hours/ Days
Example	01/07/2015	08:00	17:00	01:00	01:00	08:00
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Hours/ Days Due

Total Hours

I confirm that I have worked the hours/ days detailed above. I accept that knowingly submitting timesheets which are inaccurate, will be considered fraudulent.

Contractor Signature _____ **Date** _____

I certify that the hours/ days and overtime detailed above are accurate and have been satisfactorily worked and that payment will be made in accordance with EMS International (Recruitment Services) Limiteds standard client terms of business which I have received and accept.

Client Signature _____ **Date** _____

Client Name (Print) _____ **Position (Print)** _____

Please Note:

Timesheet can be submitted via email; kathryn@emsrg.com & matt.buchanan@emsrg.com by Monday 12pm, the week after you are claiming to ensure prompt payment for Friday that week.