

WEEKLY TIME SHEET

TO BE RETURNED TO Rearden Cord
IMMEDIATELY ON JOB COMPLETION

REFERENCE NUMBER

WEEK STARTING MONDAY

NAME OF TEMPORARY WORKER. EXTRA NAMES MAY BE ADDED DURING THE WEEK.	TOTAL DAILY NET HOURS (INCLUDING OVERTIME)							TOTAL NORMAL NET HOURS	OVERTIME HOURS WORKED		TOTAL HOURS FOR THE WEEK	BASIC HOURLY RATE (OFFICE USE ONLY)		JOB TITLE
	MON	TUE	WED	THUR	FRI	SAT	SUN		1½	2				

CLIENT NAME

REPORT ADDRESS

START TIME

FINISH TIME

REPORT TO

JOB ORIGINATOR

ORDER NUMBER

SPECIAL NOTES

CLIENT SIGNATURE

CLIENT NAME

CLIENT JOB TITLE

DATE

TO THE CLIENT: Please sign this time sheet as proof of hours worked, **clearly stating any overtime**. Print your name and give your job title. Please ensure the time sheet is returned to Rearden-Cord **immediately** but keep the bottom (blue) copy for your records. Your signature will certify that the hours shown were worked satisfactorily; that you agree to be bound by the terms of business on the reverse side, an original copy of which will have been sent to you; and that you agree that a fee will be due to Rearden-Cord if any direct engagement of a temporary worker takes place.

TO THE TEMPORARY WORKER(S): Please make sure this time sheet is clearly filled in and properly authorised by the client. **The top two copies (white and pink) must be returned to Rearden-Cord immediately on job completion.** Failure to return time sheets promptly will delay payment of your wages.