



OSR RECRUITMENT SERVICES LIMITED
 12 B London St, Norwich, Norfolk, NR2 1LF
 Telephone: 01603 618318 Fax: 01603 768396 (Commercial)
 Telephone: 01603 633600 Fax: 01603 762333 (Industrial)

Specialists in temporary and permanent staff services

TIMESHEET

Client details		Working details		Administration details	
Company Name: Address:		Working for: Department: Hours:		Invoice Contact: Order No:	
Postcode:		Start Date:		OSR Consultant: Contact no:	
Temporary name:		Job Title:		Week ending:	
				Pay no:	

Day	Start Time	Finish Time	Total Breaks	Hours worked (excluding breaks)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

				Total Hours Worked	
--	--	--	--	---------------------------	--

I confirm that the above temporary worker has worked the total hours stated and that OSR's invoice will be paid in accordance with their Terms of Business

		FOR OFFICE USE ONLY		
		HOURS	PR	CR
Name (Block Capitals):				
Signature:	Position:			
Date:				

IMPORTANT – PLEASE NOTE THAT A **SIGNED** TIMESHEET MUST REACH OUR OFFICE BY 9AM ON MONDAY OR PAYMENT WILL BE DELAYED
 Please ensure that you make 3 copies of this timesheet. 1. to OSR Recruitment, 2. Client, 3. Candidate.