

Timesheet

COMPANY NAME _____

Temporary worker name _____

| Week Ending | Start Time | Finish Time | Breaks | Normal Hours | Overtime Hours | Please Note: This timesheet must be signed by an authorised person and returned to ARC Norwich Ltd by 10.00am every Monday. Late timesheets will be processed the following week. Or email to- abbie.ross@arcgroup.co.uk (Construction) simon.fraser@arcgroup.co.uk (Driving) jim.jonas@arcgroup.co.uk (Industrial) samantha.grinnell@arcgroup.co.uk (Healthcare) FAX: 01603 628022 (Norwich) 0116 278 1114 (Midlands) |
|-------------------------------------|------------|-------------|--------|--------------|----------------|---|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |
| TOTAL HOURS WORKED THIS WEEK | | | | | | |

Like our facebook page [ARC Group Ltd](#) or follow us on twitter [@ARC_GroupLtd](#)

Hours agreed by
(Please print) _____

Position held _____

Hours agreed by
(Signature) _____

Cust. Order No _____

IMPORTANT NOTICE FOR CLIENTS

By signing this timesheet you confirm your agreement that the total hours shown are payable to the Temporary Worker and chargeable to your Company at the agreed rates and that the quality of work was satisfactory.