



31b St.Patrick's Avenue,
Downpatrick, BT30 6DW

Tel: 028 4483 8881
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PLEASE RETURN TO
PLATINUM RECRUITMENT

TIME SHEET No.

ASSIGNMENT DETAILS						OFFICE USE ONLY	
CLIENT.....							
ADDRESS / UNIT.....							
EMPLOYEE DETAILS							
NAME.....							
POSITION.....							
CONTACT.....							
DAY	DATE	FROM AM/PM	TO AM/PM	LESS BREAKS	BASIC HOURS WORKED	OVERTIME (Please Specify)	
						TIME + HALF	DOUBLE TIME
SAT							
SUN							
MON							
TUE							
WED							
THUR							
FRI							
TOTAL HOURS WORKED					A	B	C

**TOTAL HOURS WORKED SHOULD BE NETT INCLUSIVE OF OVERTIME
(AFTER ALL BREAKS HAVE BEEN DEDUCTED)**

We certify that the Total Hours shown in boxes A, B and C above are TRUE AND CORRECT and we agree to be invoiced accordingly by Platinum Recruitment. If he / she should at any time be taken on to our staff we acknowledge that an Introduction Fee will be payable, based on the scale of fees in force at that time. We also acknowledge that we have read and agree in the Terms and Conditions of Business of Platinum Recruitment as detailed overleaf.

AUTHORISING SIGNATURE..... DATE.....

PRINT NAME.....

POSITION.....

