

CLIENT NAME

SITE ADDRESS

WEEK ENDING	WEEK NO.	TIMESHEET NO.
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inspired recruitment ltd

1st floor  
oak green house  
stanley green business park  
cheadle hulme  
cheshire  
sk8 6ql

tel: 0161 488 2889  
fax: 0161 485 3428



**CLIENT: PLEASE COMPLETE MON-SUN BOXES AND SIGN.  
PLEASE RETURN NO LATER THAN 12PM ON THE FOLLOWING TUESDAY**

**THIS TIMESHEET MUST BE SIGNED BY THE CLIENT BEFORE SUBMISSION FOR  
PAYMENT. THE CONSULTANCY WILL ONLY BE PAID ON THE BASIS OF A SIGNED  
TIMESHEET**

**ENTER ACTUAL HOURS WORKED ONLY (NO BREAKS OR TRAVEL TIME)**

CONTRACTOR'S NAME	ASSIGNMENT	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL

**DULY AUTHORISED BY THE CLIENT COMPANY**

I CONFIRM I AM AUTHORISED TO VERIFY ON BEHALF OF THE CLIENT COMPANY AND DO VERIFY THE EXECUTION OF THE CONSULTANCY SERVICES AS SET OUT.  
I/WE CONFIRM THAT THE HOURS GIVEN ARE CORRECT. THE STANDARD OF WORK WAS SATISFACTORY AND WE ACCEPT CHARGE FOR THIS WORK AND HOURS.  
I/WE CONFIRM THAT INSPIRED'S TERMS AND CONDITIONS ARE THE SOLE TERMS OF THIS CONTRACT.

NOTE: WHERE A CONSULTANCY SUPPLIED ENTERS INTO DIRECT EMPLOYMENT WHETHER SELFEMPLOYED OR A CONTRACT OF SERVICE WITH THE COMPANY OR ASSOCIATED COMPANIES/ PARTIES WITHIN 6 MONTHS AN INDUCTION FEE AS PER OUR STANDARD PERMANENT TERMS AND CONDITIONS (COPY AVAILABLE UPON REQUEST) BECOMES PAYABLE FORTHWITH, NO REFUNDS ARE REPAYABLE.

<b>SIGNATURE</b>	<b>POSITION</b>
<b>PRINT NAME</b>	<b>DATE</b>