



**GSA Recruitment**  
 20, Station Road, West Drayton  
 Middlesex, UB7 7BY  
 email:timesheets@gsarecruitment.co.uk  
 www.gsarecruitment.co.uk

# TIME SHEET

PLEASE RETAIN A COPY OF THIS TIMESHEET AS YOU WILL NEED IT IN THE EVENT OF ANY PAY QUERIES.

IT IS THE RESPONSIBILITY OF THE TEMP / CONTRACTOR TO MAKE ANY ADDITIONAL COPIES OF THIS TIMESHEET.

**Tel: 01895 422100 - Commercial**  
**Tel: 01895) 443181 – Technical**  
**Fax: 01895 422565**

Contact:..... Telephone No:.....

Client Company: .....  
 .....  
 .....  
 .....

Temporary/Contractor:..... Reg:.....

Week Ending Friday:..... Job Title:.....

SUMMARY OF HOURS WORKED					
	DATE	TIME STARTED	TIME FINISHED	DEDUCT MEAL BREAKS	TOTAL HOURS WORKED
SAT					
SUN					
MON					
TUES					
WED					
THUR					
FRI					
<b>TOTAL</b>					

1. ALL SIGNED TIMESHEETS MUST BE RECEIVED BY GSA NO LATER THAN 11.00am TUESDAY TO ENSURE PROMPT PAYMENT. TIMESHEETS CAN BE SENT VIA POST, FAX OR E-MAIL.
2. LATE TIMESHEETS WILL BE PAID THE FOLLOWING WEEK.

The signature below certifies that the above hours have been worked satisfactorily and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of this transaction.

**SUPERVISORS**

SIGNATURE.....NAME.....

DATE.....

REQUIRED NEXT WEEK?

YES	
NO	