

Name: _____ Company Name: _____
 Department: _____ Monday/Shift Commencing: _____

Date:	MON	TUE	WED	THUR	FRI	SAT	SUN
Hours Worked	From						
	To						
Lunch Break	From						
	To						
Night Shift	Y/N						
Daily Total							

Client Authorisation- I can confirm (as a designated signatory of the company) that this **Red Berry Recruitment** worker has worked the total number of hours stated above. **TOTAL FOR WEEK**

Name: _____
 Position: _____
 Signed: _____
 Date: _____

Remember....
 Timesheets **MUST** be signed by your supervisor **IMMEDIATELY** after completion. Please email to payroll@redberryrecruitment.co.uk or FAX: **01749 330720** this form to the Accounts Dept **by 10am on Monday**. Failure to do so will result in delayed payment of your wages. **NOTE:** Please input your total hours for the week in the stated box

Note to client: Authorising this timesheet confirms that you have read and fully understand Red Berry Recruitment Ltd's Terms of Business (If you wish to receive a copy of the Terms of Business please call your nearest branch)

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2018-06-07 v3