



MTS RECRUITMENT

Time Sheet

Unit 2, Pegasus Court
26 Herschel Street
Slough, Berkshire SL1 1PA

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Client name: <input type="text"/>	Job/order number: <input type="text"/>
Employee name: <input type="text"/>	Week ending: <input type="text"/>

Day	Start time	Finish time	Total break time	Total hours worked
Monday	:	:	:	:
Tuesday	:	:	:	:
Wednesday	:	:	:	:
Thursday	:	:	:	:
Friday	:	:	:	:
Saturday	:	:	:	:
Sunday	:	:	:	:

Please use 24 hour clock

Total number of hours:

To be completed by the CLIENT only	
We confirm that a total of <input type="text"/> hours have been worked to our satisfaction	Print name <input type="text"/>
We confirm that payment in full will be made in accordance to your Terms of Business that we are in receipt of.	Position <input type="text"/>
Authorised signature <input type="text"/>	Date <input type="text"/>

To guarantee prompt payment please ensure that timesheets are returned to MTS Head Office no later that 3pm Monday. Failure to do so may result in delayed payment.