

Timesheet No: _____



Limerick House
114 Mutton Lane
Potters Bar
Hertfordshire
EN6 52HE
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Email: bbstime@bbsrecruitment.uk

Time Sheet

This timesheet must be completed, and a declaration signed, or no payment will be made. The timesheet is required to be with us no later than 10:00hrs Monday, otherwise the payment maybe delayed until the following week.

Client

Name of Company worked in: Serco	Client Contact: Lorena
Week commencing: 2024-04-28	Email Address: mrsmith2012@live.co.uk

Employee

Name: Mr Seth J Smith	Phone Number: 07495226445
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Day	Start Time	Finished Time	Break Taken
Monday	1.45pm	8.45pm	45 min
Tuesday	1.45pm	8.45pm	45 min
Wednesday	1.45pm	8.45pm	45 min
Thursday	1.45pm	8.45pm	45 min
Friday	1.45pm	8.45pm	45 min
Saturday	1.45pm	8.45pm	45 min
Sunday			

Any other hours worked other than BBS Recruitment

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Employee Declaration

Please note fraudulent recording is criminal offence and may lead action being taken against you.

1. I declare I have accurately recorded my time on this time sheet.
2. I declare I have not been engaged in any work other than for BBS Recruitment during the last week.

Signature 	Date 2024-05-05
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Client Declaration

I certify the above total number of hours that have been undertaken and that payment will be made in respect of total hours according to the terms of business which have been agreed with us and BBS Recruitment and accepted as the basis of this transaction.

Name	Signature	Date
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Thank you for working with BBS