Timesheet No: _____

Limerick House
114 Mutton Lane
Potters Bar
Hertfordshire
EN6 52HE
Tel: 0170 766 3777
Mobile: 0795 643 1586

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: Newark Day services	**Client Contact:** 01636 529600
Week commencing: 2026-09-01	**Email Address:**

Employee

Name: Antoinette Weekes	**Phone Number:** 07979787347

Day	Start Time	Finished Time	Break Taken
Monday			
Tuesday	8:30	2:30	
Wednesday	8:30	2:30	
Thursday	8:30	2:30	
Friday	8:30	2:30	
Saturday			
Sunday			

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Any other hours worked other than BBS Recruitment

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** 2026-09-05

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 Angela	**Signature**	**Date**

Thank you for working with BBS