

TIMESHEET

Worting House, Suite 28b, Church Lane,
Basingstoke, Hampshire RG23 8PX
Tel: 01256 345557 Fax: 01256 345560
Website: www.angelpersonnel.co.uk
E-mail: info@angelpersonnel.co.uk



Booking		Payroll No.		T/S No.	
Surname		W/E		Office	
First Names		Contact			
Position		Hours Worked			
Report To		Job Title			
Company Name					
Address of Booking					
P/O		Start Date		Time	
Invoice Address					
<p>Notes To Client Temporaries are deemed to be under the direction and control of the Client from the time the Temporary reports to take up duties and for the duration of the assignment and the Client agrees to be responsible for all acts, errors and omissions be they wilful, negligent or otherwise as though the Temporary were on the payroll of the Client and the Client will in all respects comply with all statutes, by laws and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff, but excluding payment of wages, PAYE etc. (see Terms of Business clauses Temporary 9 and others).</p> <p>Notes to Temp This Timesheet must be in the office by Monday 9.30am at the latest or your pay will be a week late. No client signed timesheet = no pay! If you cannot report for work notify the agency immediately. Having accepted this booking may we please remind you of the need to maintain the No.1 reputation of <i>Angel Personnel Ltd</i>. If you are an excellent Temporary this client will continue using <i>Angel Personnel Ltd</i>, thus giving both you and us a secure future. Any Temporary not using proper conduct will be instantly dismissed. Help us to help you! I accept these Conditions of Service (Temporary, Self employed workers).</p>		Mon			
		Tues			
		Wed			
		Thurs			
		Fri			
		Sat			
		Sun			
		*Grand total incl. premium:			
		Hours (in words) incl O/T premium:			
		* O/T premium Monday - Friday: Hours in excess of 8 per day x 1.5			
		O/T premium Saturday: All Hours x 1.5			
		O/T premium Sunday: All Hours x2			
Please print clearly		Client Authorisation			
Name		Position			
Signature		Date		Time	

Guarantees

Angel Personnel Ltd. Client: If the services of a Temporary initially proves to be unsatisfactory no charge will be made up to a maximum of 6 hours, or 2 hours if booking is of 1 day or less (see Terms of Business Clause Temporary 8)

Angel Personnel Ltd. Temporary: If you get a good report during and after each Temp Booking you will get priority on future available Temp work.

If a client engages a Temporary in a permanent or temporary position within 6 months of the completion by that Temporary of his/her assignment with the client, or secures the temporary services of the Temporary from another agency or source, the client will be liable to the Company for a permanent introduction fee (see clause 5 and 6*)
Terms of Business on back of pink copy.