

# Temporary Workers Timesheet

**Timesheets Received after 12 noon on Monday** may not be included in payroll that week. Please ensure the timesheet is completed in full with times stated to the nearest quarter hour and any alterations are countersigned and faxed through to 020 8858 1789 and/or the original posted to our offices and/or scanned and emailed to us at [timesheets@bretsa.co.uk](mailto:timesheets@bretsa.co.uk)



Temporarys Name: \_\_\_\_\_

Week Ending Sunday Date: \_\_\_\_\_

Client: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address Worked: \_\_\_\_\_

To save time and paper Bretsa Ltd invoices by email.

Invoice Email Address: \_\_\_\_\_

**Formal Invoice Address** (if difference from site address): \_\_\_\_\_

Telephone: 020 8858 5958  
 Fax: 020 8858 1789  
 Email: [timesheets@bretsa.co.uk](mailto:timesheets@bretsa.co.uk)  
[www.bretsa.co.uk](http://www.bretsa.co.uk)

Day	Date	Start	Lunch	Finish	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

**Total Hours**  
 (to the nearest  
 quarter hour)

By signing this declaration you are confirming that the number of hours worked are correct and that work carried out was satisfactory. As an agent acting on behalf of your company, you are authorising payment to the candidate and payment of the invoice.  In the event any candidates are employed on full time basis after being introduced by Bretsa Ltd the client will pay a fee based on the terms and conditions agreed.	<b>Client Name:</b> (Please Print)
	<b>Position:</b>
	<b>Signature:</b>

**PLEASE FAX TO 020 8858 1789**

**Bretsa Early Years only uses recycled paper for all our stationery. Let's all do our bit for the environment.**  
 If you prefer to scan and email your timesheet please email to [timesheets@bretsa.co.uk](mailto:timesheets@bretsa.co.uk) You can download timesheets at [www.bretsa.co.uk](http://www.bretsa.co.uk)