

TIMESHEET

Name			
Company			
			Week Ending

DAY	START TIME	FINISH TIME	LESS LUNCH HOUR	DAILY TOTAL
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL HOURS WORKED DURING WEEK Please state minutes as a fraction of an hour (to the nearest 1/4 of an hour) i.e. 15 minutes = 1/4 or 30 minutes = 1/2				

TO BE COMPLETED BY THE CLIENT I confirm that I have read and agreed to RK Accountancy's terms and conditions of business and that the above information is correct.

Signed	Date
Print	
Job Title	

Please fax to the Accounts Department on:

0845 094 7968 and Post to:

BRANCH

RK Accountancy Payroll Department 65 Princess Street Manchester M2 4EG
Telephone: 0161 233 5896

Please ensure this timesheet is signed by the client and submitted to RK Accountancy **no later than close of business on Friday**, otherwise payment will be delayed.

The introduction and/or placement of any temporary candidate by RK Accountancy (RKA) shall be governed by RKA's terms and conditions of business acting as an employment business dated September 2006 and all introductions and/or placements of permanent staff by RKA shall be governed by RKA's terms and conditions of business acting as an employment agency dated September 2006. If you wish to obtain a copy of the terms and conditions of business at any time, please contact your local RK Accountancy branch.