



HALMER
GROUP

Head Office

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GU1 4JN

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guildford@halmer.co.uk

Accounts 94

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TIMESHEET

Week Beginning

All timesheets must be returned to Halmers Office no later than 10am Monday. Late return will delay your payment.

Surname

First Names

NI no.

Job Title

Available for Work Next Week

HOURS WORKED

Mon Tues Wed Thurs Fri Sat Sun Total

Basic								
Overtime								
Nightshift								
Total								

DRIVERS ONLY

Mon Tues Wed Thurs Fri Sat Sun Total

Start Time								
Finish Time								
Break Reductions								
Total								

PLEASE NOTE

- Unless specifically agreed with the client, lunch and other breaks should be excluded from the above.
- Signify paid holiday with the letters PH, unpaid holiday with UH and sickness with S.
- Any alterations must be initialled by the Client.
- Round hours worked to the nearest quarter of an hour.

Name of Client

Address

TO BE COMPLETED BY THE CLIENTS AUTHORISED SIGNATORY

I hereby certify that the above information is correct and the services rendered by the above names were satisfactory and that I am empowered by my company to authorise you to invoice us in respect of the hours shown. I accept the terms and conditions overleaf.

Rebook Temp for Next Week

Signed

Date

Name in Capitals

Top Copy: Temporary Worker

Middle Copy: Halmer Office

Bottom Copy: Client