

# BAIN AND GRAY

## TIMESHEET FOR TEMPORARY WORKERS

Deadline for Timesheets is Monday 11AM

Please either scan in and email to [claireh@bainandgray.com](mailto:claireh@bainandgray.com) AND [alice@bainandgray.com](mailto:alice@bainandgray.com)

Name of Candidate.....

Client/Company.....

Week Commencing.....PO NUMBER/COST CENTRE.....

	AM START	AM FINISH	Lunch Time	PM START	PM FINISH	TOTAL
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
TOTAL HOURS						

**Client Authorisation** - I certify that the attendance and work as stated of the above have been satisfactory and that no claim will be made against the Agency's invoice.

AUTHORISED SIGNATURE.....

PRINT NAME.....DATE.....

By signing this form, we the customer confirm that we have received and accepted the Terms of Business of Bain and Gray Ltd and in particular acknowledge that if within the temporary period or 6 months from leaving the company, we engage this temporary worker in any capacity whether temporary, permanent or self-employed we may be liable for an introduction fee as outlined in the Terms of Business.

The total hours as approved by signing this timesheet will be authority for Bain and Gray to pay the worker and to charge the client as per the hourly charges of Bain and Gray advised at the time of booking the worker.