

Tel: 01323 736400

Email: info@sussexrecruitment.co.uk Fax: 01323 734900

Title	Forename	Surname	Week Commencing						Invoice Ref (Office use)

Company Name	Address & Tel	Department	Job Title	Contact
Hours of work for assignment –				

Any special requirements/instructions -

Day	AM		PM		Basic Total Hours	O/T	Client's Initials
	From	To	From	To			
Mon							
Tues							
Weds							
Thurs							
Fri							
Sat							
Sun							
Totals							

DECLARATION
 I certify that I have read, understood and agree to the conditions stated and that the hours worked are correctly listed.

Signature of Temporary Worker

Date

DECLARATION OF COMPANY
 I certify that the hours listed above are correct and that the work of the Temporary Worker has been satisfactory and no claim or claims will be made against Sussex Recruitment Ltd arising out of any act or omission on the part of the Temporary Worker during the course of his or her service.

Signature..... Name (please print)..... Position.....