



AGENCY LIMITED

**EVERY CLIENT MUST HAVE A COPY OF THIS TIMESHEET**

**NAME:** ..... **WEEK COMMENCING:** .....

SUMMARY OF HOURS WORKED

DATE	COMPANY NAME	TIME START	LUNCH-TIME	TIME FINISHED	TOTAL WORKED	AUTHORISED SIGNATORY
MON						
TUES						
WED						
THURSD						
FRIDAY						

**TOTAL HOURS WORKED** .....

I certify that the above number of hours have been satisfactorily worked and payment will be made in respect of these hours in accordance with the terms and conditions of the business and I accept the basic of this transaction. All variations, amendments or modifications or modifications to Blues Agency Ltd terms and conditions shall have no effect unless agreed in writing and signed by Blues Agency Ltd.

**TEMPS: THIS FORM MUST BE COMPLETED IN FULL. ANY TIMESHEETS RECEIVED AFTER 11AM ON A MONDAY MORNING WILL RESULT IN A DELAY OF YOUR PAYMENT.**

**Note to Client:** The above named Temporary Worked is under contract with Blues Agency and as such, cannot be re-employed without informing Blues Agency. If such an engagement is made Blues Agency fees, as per their Terms and Conditions, shall apply.

**Note to Worker:** In accordance with the Working Time Regulations 1998, please be aware that you are entitled to a 20 minute rest break every six hours and a minimum daily rest period of 11 consecutive hours in each 24 hour period.

Please tick in free days for next two weeks:

DATE:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1					
WEEK 2					

Brighton House 19 Oxberry Avenue London SW6 5SP **Tel:** 020 7731 753 **Fax:** 020 7736 8132 **Email:** timesheets@bluesagency.co.uk