



Temporary worker timesheet

To ensure you receive your weekly payment on time you must submit your timesheet to our accounts department by the Monday following the week you have worked.

To email your timesheet please send to:
timesheets@prime-appointments.co.uk

For social care timesheets please send to:
caretimesheets@prime-appointments.co.uk

To fax your timesheet: **01376 502846**

To post your timesheet, please send to:
Prime Appointments, Austin House, Newland Street, Witham, Essex CM8 2BA

Your name				
Company name (currently temping for)				
Company contact				
Week commencing				
Work type	Days	Nights	Earlies	Lates

Please use a **24 hour clock** when completing your hours, all details must be completed and signed off to ensure payment is received.

Day	Start time	Unpaid breaks	Finish time	Standard hours	Overtime	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
			Total:			

- We (the client) can confirm we have read and accepted your Terms of Business.
- We agree all the above hours have been worked.

Prime name		Signature		Date	
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Authorised Company Signatory | The timesheet must be signed and dated please.

Your local family owned recruitment agency

Prime Appointments Limited Company
 No. 2704145 Group VAT No. 208 9333 03

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