



# Trade Recruitment (Eastern) Ltd

1 Stow Court, Stow Road  
 Stow-Cum-Quy, Cambridge, CB25 9AS.  
[www.traderecruitmentltd.co.uk](http://www.traderecruitmentltd.co.uk)

Office Tel: (01223) 813436  
 Accounts Fax: (01223) 813633

**NOTE - IT IS THE CANDIDATES RESPONSIBILITY TO OBTAIN  
 A SIGNED TIMESHEET FROM THE CLIENT FOR WORK COMPLETED.**

Name of Company.....	Purchase Order Number.....
Site Address.....	Week Ending Date (Sunday)..... /..... /.....
.....	.....
.....	.....

TIMESHEETS MUST BE RETURNED TO ACCOUNTS OFFICE BY MONDAY 16.00 PM TO ENSURE PAYMENT.

Candidate Name .....
Candidate Profession .....
Date of Birth ...../...../.....
Candidate Address ..... ..... .....

Hours Worked				
	Time Started	Time Finished	Basic Hours	O/Time Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
W/Day Total				
Saturday				
Sunday				
W/End Total				

I hereby certify that the total hours above have been satisfactorily worked and are net of breaks. I also accept Trade Recruitment Ltd. current terms and conditions of business; and the completion of this timesheet will form the basis of an invoice.

**Total Hours (Words)..... Total Hours.....**

**Signature..... Printed Name.....**

Distribution - 1<sup>st</sup> copy to accounts dept. 2<sup>nd</sup> copy to client. 3<sup>rd</sup> copy to candidate.