



Please ensure that your Time Sheet is emailed to our office by 2pm every Friday by your Manager

## Time Sheet

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Consultant: \_\_\_\_\_

**Week Beginning:**

**Week Ending:**

Day	Start Time	Lunch Time	Finish Time	Overtime Hours	Total Normal Hours	Total Overtime Hours
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Total						

Please tick if you require the following:

P45 Request [  ]

Holiday Pay [  ]

**Your time sheet must be signed by you and your supervisor before you return it to us.**

Signature: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for temping with Storm Recruitment,  
and please do not hesitate to contact us should you have any queries on 2557377