

Tel: 01536 743 445  
 Fax: 0845 280 4949  
 Web: www.merrittandbaker.co.uk

Agency ID	<input type="text"/>	Client ID	<input type="text"/>
Order No	<input type="text"/>	Temp's ID	<input type="text"/>
Timesheet ID	<input type="text"/>	Week Ending	<input type="text"/>

**PLEASE COMPLETE AND RETURN THIS TIMESHEET  
 NO LATER THAN 10:00am. THE FOLLOWING MONDAY  
 SIGNED BY THE CLIENTS REPRESENTATIVE**

Temp's Name ..... Week commencing Monday .....

	START	LUNCH	FINISH	Basic Hours	Overtime
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

TEMP'S SIGNATURE .....	<b>TOTAL HOURS</b>		
DATE .....			

Client: .....  
 Address: .....  
 .....  
 .....

**NOTICE TO CLIENTS**

We certify that the above-mentioned temporary worker has attended for assignment with us at the stated times and to our satisfaction. We agree to be bound by The Terms and Conditions of the Company.

Signed ..... Print Name .....

**NOTICE TO TEMPORARY WORKER**

Should the Temp have any queries regarding pay, please telephone the New Millennia payroll department at New Millennia House, Tameside Business Park, Windmill Lane, Denton M34 3QS. Tel: 0161 335 9191 Fax: 0161 320 7619

**IMPORTANT INFORMATION**

Parts 1 (White) return to Agency, Part 2 (Yellow) retained by client, Part 3 (Pink) retained by Temporary