



SAFETY NOTICE – Hard hats and safety boots must be worn on all sites, together with any other necessary protective clothing that the site stipulates. Make yourself aware of your site's / place of work's safety policy – **IF IN DOUBT – ASK. DRUGS & ALCOHOL** – All our clients take a zero tolerance approach; anyone in breach of this policy will be instantly removed from site.

Surname		Week Ending (Fri)	
First Name		Trade:	
Client / Company			
Contact Title / Site Name			

Read these instructions carefully, failure to comply WILL result in your payment being delayed.

1. Only an authorised representative of the client may sign your timesheet.
2. Ensure ALL details are filled in otherwise payment will be delayed.
3. If you have not worked on any day write NIL in the chargeable hours box.
4. Do not alter any details after the client has signed. If you see a mistake, return it to the client.
5. Altered or unclearly filled in timesheets will result in delayed payment.
6. Timesheets MUST be received by 5pm on Monday. Late or incomplete timesheets will be paid a week later.

**Return completed
timesheets to your
Setsquare Consultant**

Day	Description	Start Time	Finish Time	– Lunch / Rest Break	Chargeable Hours
Sat					
Sun					
Mon					
Tue					
Wed					
Thu					
Fri					

- CLIENT**
1. The hours marked in the Grand Total box are the hours that will be invoiced. No deduction from invoices will be accepted.
 2. To prevent misunderstandings or errors all boxes must be filled in. If not, draw a line through and write NIL in 'chargeable' box.
 3. When Engagement is terminated, write 'last day' against appropriate day.
 4. Check all details are correctly filled in. Then print full name, title and sign.

CLIENT APPROVAL & SIGNATURE

I certify that the above person attended for the time recorded and carried out their duties to my complete satisfaction. I have read Client Notice No.s 1 - 4.

Chargeable Hours
&
GRAND TOTAL
must be filled in

Name of Signatory		Signature
Position / Title		

Setsquare Recruitment

A: 5/6 The Crescent, Taunton, Somerset, TA1 4EA
T: 01823 270 917 **F:** 01823 336 020 **E:** taunton@setsquarerecruitment.com
www.setsquarerecruitment.com