

Authorised timesheets must be submitted by:

Monday 11am (including bank holidays)

Please complete your timesheet using 24hr clock

If timesheets are not filled in correctly, not authorised, or not received in time we cannot pay you until you submit a correctly completed and authorised timesheet. Please be vigilant, don't leave it to chance, timesheets are your responsibility!

Timesheets can be submitted via email info@airrecruits.com, post Air Recruits Ltd, Mission Hall, Steam Farm Lane, Feltham TW14 0PW, or via picture message/Whatsapp to 07896543321.

Please complete the full details below clearly in black ink

Client name: _____

Client address: _____

Temporary worker name: _____

Temporary worker role/job title: _____

Day	Date	Start time	End time	Breaks	Total hours
Monday	/ /	:	:	:	
Tuesday	/ /	:	:	:	
Wednesday	/ /	:	:	:	
Thursday	/ /	:	:	:	
Friday	/ /	:	:	:	
Saturday	/ /	:	:	:	
Sunday	/ /	:	:	:	

Total week hours

By signing I certify that the total number of hours have been satisfactorily worked and that the payment will be made in respect of these according to your terms and conditions of business, which I have received and accepted as the basis of this transaction.

Authorised signature: _____

Signatories name: _____

Position/role: _____

Date: _____