



**PR Recruitment and Training Ltd**  
 50-54 Oswald Road,  
 Scunthorpe,  
 North Lincolnshire,  
 DN15 7PQ

Telephone: 01709 700951

Company No: 9769456

Order No.

Timesheet ID

Account No.

Week Ended

Customer:

Worker Name:

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN
START TIME							
FINISH TIME							
Shift Allowance							
<b>Total Standard Hours</b>							
Time & Half							
Double Time							

**All timesheets and hours to be in no later than Monday 12pm.**

By signing below, you agree that the hours are correct and are non-negotiable and that the company agrees to pay PR Recruitment and Training Ltd the total hours multiplied by the agreed rate plus VAT within a period of 7 days from the invoice date.

I have read, understood and accept your terms and conditions of business as detailed below on this timesheet:-

Employee Signature: <input type="text"/>	Authorised Customer Signature: <input type="text"/>
Print Name: <input type="text"/>	Print Name: <input type="text"/>
Date: <input type="text"/>	Date: <input type="text"/>

**TERMS & CONDITIONS**

**GENERAL:** The Client acknowledges that the person signing this timesheet is a duly authorised representative of the Client.

**CHARGES:** The charges are calculated according to the number of hours worked by the Temporary Worker. The charges are comprised mainly of the Temporary Worker's remuneration but also include the Employment Business' commission, employer's National Insurance contributions, and in the case of non-self employed Temporary Workers holiday and sick pay, and any travel, hotel or other expenses as may have been agreed with the Client or, if there is no such agreement, such expenses as are reasonable. VAT is payable on the entirety of these charges.

**TIMESHEETS:** At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Client shall sign the timesheet verifying the number of hours worked by the Temporary Worker during that week or, if utilising an online timesheet, verify the hours worked by 'clicking' on the appropriate 'Authorisation' button. Signature by the Client on the timesheet of submission of an authorised electronic timesheet indicates satisfaction with the services provided by the Temporary Worker and confirmation of the number of hours worked. Failure to sign or authorise electronically the timesheets does not absolve the Client's obligation to pay the charges in respect of the hours worked.

**REMUNERATION:** The Employment Business assumes responsibility for payment of national Insurance Contributions and PAYE Income Tax applicable to the Temporary Worker and in the case of non-self employed Temporary Workers the payment of holiday and sick pay.

**DATA PROTECTION ACT 1998:** In accordance with the Data Protection Act 1998 we may transfer your details and your account details to third parties for the purpose of providing their services and for the following purposes, obtaining credit insurance, making credit reference agency searches, credit control, assessment and analysis (including credit scoring, market, product and statistical analysis), securitisation and protecting our interests. Details of third parties and any credit reference agencies used will be made available upon request.