

Education People Ltd

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Confirmation of work

TIMESHEET

Client:	
Address:	
Client Contact:	
Name of Candidates:	
Position Details:	
Week Ending Date:	

	Full Days	Part Days	or	Hours am	Hours pm	Additional Hrs
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total						

Client Authorisation: I confirm I have read and accept your Terms & Conditions of Business and further confirm that the above person has worked the days stated

Name	Authorised Signature	Position	Date

A SIGNED TIMESHEET MUST REACH US BY MONDAY 9AM