Jubilee • RECRUITMENT •

www.jubileetalent.com

Birmingham Office
Aquinas House
63 Waterstone Lane
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Gloucester Office
6A College Street
Gloucester
GL1 2NF
Tel 01452 225 199

London Office
20 Bloomsbury Square
London
WC1A 2NS
Tel 0203 044 2275

TIMESHEET

Client Name: _____ Employee: _____

Address: _____ Job Title: _____

Cost Centre Reference: _____ Jubilee Consultant: _____

Client Contact: _____ Purchase Order No: _____

	Date	Start Time	Finish Time	Breaks Taken	Total	Signed	Print Name
Mon							
Tues							
Wed							
Thurs							
Fri							
Sat							
Sun							

Total Hours _____

We acknowledge and fully understand the Jubilee Terms of Business. It is understood that if we wish to engage a temporary worker on a permanent basis, a fee will be due to Jubilee. We certify that the above hours have been satisfactorily worked.
All timesheets need to be emailed to your consultant by 12pm Monday.