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Your Name

Week Ending Sunday

COMPLETED AND AUTHORISED TIMESHEETS MUST BE RETURNED TO VETRO RECRUITMENT BY MONDAY 10AM. PLEASE ENSURE YOUR TIMESHEET IS SIGNED AND SUBMITTED BY THIS DEADLINE TO ENSURE THAT YOU ARE PAID ON TIME.

Table with 6 columns: DAY, Start Time, Finish Time, Breaks, Hours Worked, Signed off by manager. Rows include MON, TUE, WED, THUR, FRI, SAT, SUN, and WEEKLY TOTAL.

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Job Title Client Working for

Billing Company (if applicable) Client Location

Signature Date

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I confirm that services were provided as above and understand that my company will be invoiced accordingly.

Signature Position

Print Name Date

PLEASE E-MAIL THE COMPLETED TIMESHEET TO: education@vrecruitment.co.uk

IF YOU WOULD LIKE TO LEAVE FEEDBACK FOR A SUPPLY WORKER PLEASE EMAIL: feedback@vrecruitment.co.uk