



<b>PLEASE RETURN NO LATER THAN MONDAY 12.00 NOON F:0845 4755717</b>	CLIENT NAME AND INVOICE ADDRESS-	
	START DATE-	
	WEEK ENDING-	
WEEK No.-		


	ACCOUNT No.-
	SITE ADDRESS:

TIMESHEET No.	FOREMAN'S NAME/ CONTACT NAME	C.O.T.B. No.	DATE:
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	EMPLOYEE NAME	INSERT HOURS TO BE INVOICED ONLY							
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL

Alpha Labour & Recruitment Ltd 15 Marketplace Watson Chambers Sheffield S1 2GH Tel: 0845 4755 715 Fax: 0845 4755 717	I/We confirm the hours given are correct. The standard of work was satisfactory and we accept a charge for these hours. I/We agree to pay Easy pay in respect of the hours given within 30 days of the invoice date. I/We confirm that Alpha Labour & Recruitment Ltd terms and Conditions are the sole terms of the contract	Client Authorised Signature
		Name (Please Print)
		Position
		<b>Please ensure the hours you have inserted do not include breaks.</b>

1. In the event of the engagement by the client of a Temporary Worker supplied by the Employment Business either (1) directly or (2) pursuant to being supplied by another Employment Business, within either:- The duration of the Assignment; or 14 weeks from the start of the first Assignment (the first Assignment being each new Assignment where there has been a break of more than 42 days (6 weeks) since the end of previous Assignment); or 8 weeks from the day after the last day the Temporary Worker worked on the Assignment the Client shall be liable, to either an extended period of hire or a transfer fee the length or amount of which is to be agreed between the Employment Business and the Client. For further information, please refer to clauses 8 of the Contract and Confirmation of Terms of Business.	<p align="center"><b><u>IMPORTANT NOTICE TO TEMPORARY WORKERS</u></b></p> <p>Please return this timesheet immediately after you have had it signed, otherwise payment of wages may be delayed.</p>
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	Client Name				Account Number				Timesheet Number							
	Invoice Address				Site/Job Address											
Alpha Labour & Recruitment Ltd 5-15 Marketplace Watson Chambers, Sheffield S1 2GH Tel: 0845 4755 715 Fax: 0845 4755 717																
Start Date		Contact Name										<b>PLEASE RETURN NO LATER THAN MONDAY 12.00 NOON</b> <b>THIS TIMESHEET MUST BE SIGNED BY THE CLIENT BEFORE SUBMISSION FOR PAYMENT</b> <b>THE TEMPORARY WORKER WILL ONLY BE PAID ON THE BASIS OF A SIGNED TIMESHEET</b>				
Week Ending		COTB Ref	Date													
Week Number		Job/PO Number	Cost Code													
Timesheet Number	Temps Name	Trade	Enter actual hours worked only (No breaks or travel time)								FOR OFFICE USE ONLY					
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Basic	O/Time	Total	Hours	Pay	Charge

**DULY AUTHORISED BY THE CLIENT COMPANY**

I/We confirm the hours given are correct. The standard of work was satisfactory and we accept a charge for these hours.  
 I/We agree to pay Easypay Services Plc in respect of the hours given within 30 days of the date of invoice date.  
 I/We confirm that Alpha Labour & Recruitment Ltd Terms and Conditions are the sole terms of this contract.

SIGNATURE	POSITION
PRINT NAME	DATE

<sup>1</sup> In the event of the Engagement by the Client of a Temporary Worker supplied by the Employment Business either (1) directly or (2) pursuant to being supplied by another Employment Business or company, within either:- The duration of the Assignment where there has been a break of more than 42 days (6 weeks) since the end of the previous Agreement); or 8 weeks from the day after the last day the Temporary Worker worked on the Assignment the Client shall be liable, to either an extended period of hire or a transfer fee the length or amount of which is to be agreed between the Employment Business and the Client. For further information, please refer to clause 8 of the Contract and Confirmation of Terms of Business.

<sup>2</sup> All Invoices for services will be provided by Easypay Services Plc and Alpha Labour & Recruitment Ltd hereby assigns all debt to Easypay Services Plc