

# timesheet for temporary assignments

temporary worker	
company name	
reporting to	
job description / title	
week commencing	
start & finish times	

## dates of assignment

day	start time	finish time	less lunch	total hours
monday				
tuesday				
wednesday				
thursday				
friday				
saturday				
sunday				

**total hours**

## agreed by Temporary Worker

I hereby agree that to the best of my knowledge the information given is correct and that ACORN's *Candidate Agreement Full Terms A* are the sole terms of this contract.

signed	
dated	

## agreed by company

I/we agree the total hours worked is correct and the standard of work was satisfactory. I/we agree to pay ACORN's invoice in respect of the above hours and confirm ACORN's *Client Terms of Business* are the sole terms of this contract.

signed	
dated	

## important please fax back to 0845 226 0191 by 9am Monday

You should send your timesheet promptly to avoid delay in payment, you may suffer loss if you do not do so.

**0845 226 0190**  
(hello@acornrecruitment.com)

[www.acornrecruitment.com](http://www.acornrecruitment.com)

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