

**How it works**

Timesheets are due by Sunday at midnight.  
 Each location you work with requires a separate timesheet.  
 Take a photo of your timesheet and send in 'actual' size to [timesheets@fsrl.co.uk](mailto:timesheets@fsrl.co.uk)  
 You will be paid 10 days after the deadline (every Wednesday).  
 Timesheets submitted after the deadline will be processed the following week.  
 Timesheets without a signature are not valid.  
 Timesheet download available at [www.fsrl.co.uk/candidates](http://www.fsrl.co.uk/candidates)



Name of Temporary Worker: ..... Week Ending Date: .....

Client Name and Location: .....

-ONLY PROCESSED IF COMPLETED IN FULL-					
DAY	DATE	START TIME	FINISH TIME	LUNCH BREAK DURATION	TOTAL HOURS (excl. lunch)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>TOTAL:</b>					

I certify that the above hours have been worked to our satisfaction and confirm that payment should be made accordingly.

Authorised Signature: ..... Print Name: ..... Date: .....

