



Sellick Partnership

Recruitment Specialists

Weekly Time Sheet

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 Email: manchester@sellickpartnership.co.uk
 Website: www.sellickpartnership.co.uk

IMPORTANT: Please fax or post your completed time sheet to Sellick Partnership, Manchester by **12 NOON ON MONDAY**. Missing this deadline will delay payment of your salary until the following week.

PLEASE COMPLETE ALL SECTIONS OF THE TIMESHEET

Name of candidate:	Company working for:
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Week Ending Date: (Friday)	Please indicate which branch you are working through: e.g. Manchester
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Day	CANDIDATES ON HOURLY RATE: PLEASE FILL IN START/END TIMES AND HOURS WORKED CANDIDATES ON DAILY RATE: PLEASE FILL IN DAYS WORKED						
	AM		PM		Hours Worked		Days Worked
	Start	End	Start	End	Normal	Overtime	
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
TOTAL IN NUMBERS (e.g. 37)							
TOTAL IN WORDS (e.g. Thirty Seven)							
Holiday Fund Claimed £ (PAYE only)							

I confirm that the above candidate worked the hours/days as stated above in that week.
 The candidate is supplied by Sellick Partnership in accordance with their Terms and Conditions of Business.

Client Signature: Date:

Client Name: Job Title:

WHITE & PINK COPIES TO SELICK PARTNERSHIP / **BLUE** - EMPLOYER / **YELLOW** - YOUR COPY