



Sourcing Pro Recruitment Ltd  
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## Timesheet

Week Ending: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Invoice week: \_\_\_\_\_  
 Invoice Number: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

- You **MUST** get your timesheet signed at the end of every shift by a manager or RGN on duty and have it authorised at the end of the week.
- Have a timesheet at hand every shift you are sent to.
- Please send your timesheet to the office by 11 am every **MONDAY**.
- Timesheets received after 2pm will not be processed until the following week.

DAY	DATE	START TIME	BREAK	FINISH TIME	HOURS WORKED	SIGN	SLEEP OVER ONLY		
							START	FINISH	SIGN
MON									
TUE									
WED									
THU									
FRI									
SAT									
SUN									

I certify that the above is a correct record of the hours worked for the week stated.

Signature of Temporary Worker: \_\_\_\_\_  
 account@sourcingprorecruitment.co.uk

Please tick here if this is your last timesheet with Sourcing Pro Recruitment and you require a P45.

**CLIENT AUTHORISATION**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

It is confirmed that:

The hours shown on this timesheet are correct

The signed timesheet will form the basis of an invoice

Comments: \_\_\_\_\_

