Room 4, Floor 4
40 St Enoch Square
Glasgow
G1 4DH
Tel: 0141 222 2640 Fax: 0141 221 7779
Email: mags@siteforceservices.co.uk

Site Force Services
Construction & Engineering Services

Client Account Name and Address:
Week Ending Date:
Site Address:
Reporting To:

PLEASE COMPLETE IN FULL AND ENSURE ALL FIELDS ARE ACCURATE

			Total Hours worked per day						**Analysis – Total Hours Worked**			
Name of Temporary Worker	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	**TOTAL HOURS**	Basic Rate hours	Overtime Rate Hours	**TOTAL**	Comments
							TOTAL			**TOTAL**		

We certify that the hours shown above are correct and that the works carried out by the named operative during those hours have been carried out to our satisfaction. We further certify that we will accept your account for the total of the hours shown above and any additional costs shown above at the agreed rates. The signed timesheet will be deemed as confirmation of the final hours for invoicing and pay purposes and as such no deductions from invoices will be accepted. We agree to be bound by the terms and conditions found at http://www.siteforceservices.co.uk/Contractors.html. We have read and understood the terms and conditions. **Please note**: Temporary workers are engaged by the Employment Business under contracts for services and are not employees of the Employment Business. They are under the sole supervision, direction and control of the Client from the time they report to take up duties and for the duration of the Assignment.

Signature: (Authorised Signatory)	Position:
Name (in capital letters):	Date:

PLEASE EMAIL TO: MAGS@SITEFORCESERVICES.CO.UK OR FAX BACK TO 0141 221 7779