

Time Sheet

Please scan and e-mail your timesheet to;

info@insight-recruitment.co.uk AND kate@insight-recruitment.co.uk

by **12 noon Monday** to guarantee on-time payment. For further information call **0207 510 9600**

Employee Name:.....

Employee Job Title:.....

Employee Work E-mail:.....

Date	Day	Start Time	Lunch	Finish time	Total Hours / Days
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

Total Weekly Hours / Days Worked.....

Signed Authorising Manager:.....

Signed by Employee:.....

Authorizing Manager Name

Company Name:.....

To be completed by Insight Financial Recruitment Solutions

Employer Number:.....

P.O. Number:.....

Consultant Name:.....

Office:.....