

**Probe Technical Recruitment
Weekly Timesheet**



Email: accounts@probejobs.co.uk
 Fax No.: 0121 321 4312

Probe Technical Recruitment Use Only

Contractors Name	
Limited Company Name	

Clients Company Name	
Week Ending (Sunday)	
Purchase Order Number	

PTR INVOICE No:	
INVOICE DATE	

CONTRACT AGREEMENT No:	
WEEK No :	

							OFFICE USE ONLY					
	START	FINISH	LUNCH	TOTAL WORKED	HOL	SICK	STD	1	2	3	4	5
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
TOTAL HOURS WORKED												

IT IS IMPORTANT THAT THE COMPLETED TIMESHEET IS EITHER EMAILED TO accounts@probejobs.co.uk or FAXED TO 0121 321 4312 BY 10:00 AM EACH MONDAY. PLEASE MAKE SURE OUR CLIENT AUTHORISES YOUR TIME SHEET BEFORE SENDING.
 ALL SICKNESS AND HOLIDAY'S MUST BE RECORDED.

Clients Approval (Please Sign) _____ Print Name _____

Position _____ Date _____

I AGREE THAT THE HOURS SPECIFIED HAVE BEEN WORKED SATISFACTORILY AND AGREE TO PAY FOR THE HOURS AS PER PROBE TECHNICAL RECRUITMENTS TERMS OF BUSINESS