

# BUZZ RECRUITMENT TIMESHEET



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

Candidate Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Department \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

DAY	DATE	START TIME	FINISH TIME	BREAKS (hours & minutes)	TOTAL HOURS	CLIENT SIGNATURE
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
TOTALS/COMMENTS						

The aforementioned candidate is supplied to you under contract from Buzz Recruitment Limited and cannot accept any permanent or temporary position within your company. Should the candidate enter your employ, an introduction fee in accordance with our current scale of charges will become payable immediately.

We confirm that the attendance and work undertaken by the aforementioned candidate has been satisfactory and the signed timesheet will form the basis of an invoice which will be paid on receipt.

We have received and accept the Buzz Recruitment Limited terms of business. (Please sign below)

**PLEASE SEND YOUR TIMESHEET TO [sam@buzzrecruitment.uk](mailto:sam@buzzrecruitment.uk)**

AUTHORISED CLIENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CANDIDATE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_