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Time Sheet

Name:	<input type="text"/>	Working at:	<input type="text"/>
Week ending:	<input type="text"/>		

	Morning		Lunch	Afternoon		Total Hours Worked
	Start	Finish		Start	Finish	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Please complete all boxes. Please put a line through any days not worked. Amendments **must** be initialled by client.

Time Sheet submission deadline 10am Monday.

Candidate Signature:	<input type="text"/>	Total Hours Worked:	<input type="text"/>
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I confirm that the above named candidate has worked the hours stated and that I am satisfied with the standard of work carried out.
 I confirm that I have retained a copy for our company records.

Client Signature:	<input type="text"/>	Date:	<input type="text"/>
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Position:	<input type="text"/>
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