



Company Name and Address

Tel: 020 8432 0123  
 Email: [recruitment@zenpersonnel.com](mailto:recruitment@zenpersonnel.com)

Job Title: \_\_\_\_\_ Locum's Name: \_\_\_\_\_  
 Client: \_\_\_\_\_ Ltd company Name: \_\_\_\_\_  
 Reporting to: \_\_\_\_\_  
 Job Reference: \_\_\_\_\_ Week Ending Date: \_\_\_\_\_

**NB: Failure to complete any of the relevant boxes may result in late payment**

Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Date								<b>Total Hrs</b>
Start Time								
Lunch								
Finish Time								
Hours Worked								
Sleep-in Per Shift Please Tick ✓								
<p><b>Important Notice:</b> All Time-Sheets <b>MUST</b> be received by Friday close of business. Candidates who work on week-ends must have their time-sheets authorised by Monday 1pm</p> <p><b>ANY TIME-SHEETS RECEIVED AFTER MONDAY 1PM WILL NOT BE PROCESSED</b></p>								<b>Grand Total</b>

**Manager's Signature:**..... **Date:**.....

The Client signature shall indicate agreement and satisfaction with both the amount and standard of work, and shall constitute and undertaking to pay in accordance with our standard Terms of Business unless otherwise agreed in writing.