



Futures Recruitment Services Ltd  
 52 South Street  
 Chichester - West Sussex - PO19 1DS  
 Tel: 01243 839286 Fax: 01243 538563

Employee Name.	Employee No.	W/C Date.
		Job Description.

Client Name	Client No.
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Report to.	At.	Hrs.	Normal Office Hours.
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Total hours worked (do not include lunch breaks) Rounded to the nearest 15 minutes

MON	TUE	WED	THUR	FRI	SAT	SUN	Total

TEMPORARY'S SIGNATURE:

I certify that the hours shown are correct and agree to pay your account in accordance with FRS terms and conditions of business.

AUTHORISED BY CLIENT	POSTION HELD	DATE
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For office Use Only			
Total Hours Worked	Rate Paid	Total Hours Worked	Charge
O/T		O/T	