



NB PERSONNEL

TEL NO: 01763 247385
FAX NO: 01763 247147

NAME: WEEK ENDING:

**PLEASE ENSURE YOUR TIMESHEET IS WITH US BY
NO LATER THAN 10AM MONDAY MORNING
PLEASE ALSO NOTE THAT WE NEED TO HAVE THE ORIGINAL
SIGNED TIMESHEET FOR OUR RECORDS AS WELL**

NB PERSONNEL
69 KNESWORTH STREET
ROYSTON
HERTS SG8 5AH

DAY	DATE	START/FINISH TIME	HOURS	OVERTIME HOURS
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL HOURS				

Note: The services of the above employee are provided subject to the Terms of Business detailed overleaf.

We certify that the above hours are correct and that the work has been carried out satisfactorily.

Signed: **Print Name:**
On Behalf of **(Company)**

TERMS OF BUSINESS TEMPORARY STAFF

1. Temporary workers are charged at the agreed hourly rate plus VAT.
2. Should a member of our temporary staff be engaged on a permanent basis either during or within one year from the termination of any temporary assignment, a fee for permanent placements would be payable. Details of which are available on application.
3. Should a temporary worker prove unsatisfactory the Agency should be informed immediately and will make amendments to provide a replacement if requested. Payments will only be required for actual hours worked.
4. Introductions are confidential. To pass them on to other employers resulting in an engagement render the Client liable to pay our fee. Full fee will be charged for any employee engaged as a consequence or resulting from application to our Agency, even though the introduction is made indirectly.
5. Whilst every effort is made to maintain a high standard of integrity and a reliable service, we cannot accept responsibility for any loss, expense, damage or delay, however occasioned.
6. **PAYMENT:**
Temporary Staff Strictly one week
Permanent Placements.....One month from date of commencement

