



CRANE & PLANT OPERATORS · CRANE SUPERVISORS & LIFTING PERSONNEL · CONSTRUCTION LABOUR · RAIL · LUL · DRIVING

HEAD OFFICE (Accounts & Payroll): 4U HOUSE · 65 YSTRAD ROAD · TON PENTRE · RHONDDA CYNON TAF · CF41 7PN · TEL: **08454 639 369** · FAX: **01443 439 488**

Offices in London, Edinburgh and South Wales

WEEKLY TIME SHEET REPORT

WEEK ENDING DATE (always Sunday)	
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TEMPORARY WORKER'S NAME	
CLIENT/HIRER	
ADDRESS	
PLANT NUMBER & MAKE/MODEL (if applicable)	

Day	Start Time	Finish Time	Breaks Deducted	TOTAL HOURS	Comments	Bonus Payable (will be charged at rate plus Employers National Insurance)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

TO BE SIGNED AND CONFIRMED BY THE HIRER AND TEMPORARY WORKER. AN INVOICE TO THE CLIENT WILL BE RAISED ON THESE HOURS AS CONFIRMED BY THE CLIENT'S REPRESENTATIVE ON SITE. SUBJECT TO OUR TERMS AND CONDITIONS OF BUSINESS PRINTED OVERLEAF

Client Signatory Name (print in box)		Signed	Date
Temporary Worker Name (print in box)		Signed	Date

I have attended the Site Safety Induction (tick box)	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
I have seen the Risk Assessment and Method Statement (tick box)	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
Temporary Worker's Signature				
Date				
Print Name			

ALL TIME SHEETS TO REACH OUR OFFICE NO LATER THAN 10.00 a.m. TUESDAY, BY FAX OR POST