



Company:	Timesheet
Week Ending:	
Worker:	

PLEASE ENSURE TIME SHEETS ARE COMPLETED AND SENT BACK TO YOUR CONSULTANT BY EMAIL NO LATER THAN 10.00am MONDAY
OR RETURNED TO PLATINUM RECRUITMENT CONSULTANCY, SUITE 1, 1ST FLOOR, OCEAN 80, HOLDENHURST RD, BOURNEMOUTH BH8 8AQ
TELEPHONE: 01202 203 150 EMAIL: hello@platinum-employment.co.uk

DAY	DATE	SHIFT START	SHIFT FINISH	BREAK START	BREAK FINISH	BREAK TOTAL	TOTAL HOURS AFTER BREAKS
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
PO Number (if applicable):							
Total Written Hours To Pay							

Please note timesheets received after 10.00am Monday will not be processed until the following week

Final time sheet for this assignment?
(please tick relevant box)

Yes ☐ No ☐

CLIENT CONFIRMATION			
I confirm that the hours shown above are correct and authorised for payment			
Signed:		Date:	
Print Name:		Position:	

Booking Assessment - To help us ensure all bookings are carried out to the Platinum standard of excellence, we invite you to complete the below assessment at the end of the shift or week. Please tick the box that is appropriate to reflect the standard of work completed by the temporary worker.

Excellent ☐ Good ☐ Satisfactory ☐ Not Satisfactory ☐

Comments: _____

