



Company: Timesheet

Week Ending:

Worker:

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

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

Please note timesheets received after **10.00am Friday** 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 ☐



REC

Corporate
Member

Comments: _____