

Timesheet

CJUK
 One Cathedral Square
 Cathedral Quarter
 Blackburn
 Lancashire
 BB1 1FB



t: 01254 355666
 e: info@cjuk.co.uk

Company Address	PLEASE RETURN BY 8:00am MONDAY MORNING info@cjuk.co.uk	Week Ending Date: Assignment Start Date:
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SUMMARY OF HOURS WORKED (to be completed by client)	Office Use Only
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Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Extra Hours	Total Hours

I certify that a total of hours have been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business, [click here to view a copy](#) , which I have received and accept, as the basis of this transaction.*

Signature:..... **Date:**.....

Position:.....

*As a reminder, during the course of the assignment you may choose to offer our Temporary Worker a permanent position within your company. Please be reminded of Clause 8 in our Terms of Business and our reference to the charges as outlined in the fee structure below:

FEE STRUCTURE

- Salaries up to £14,999 p.a. 15%
- Salaries between £15,000 p.a. and £19,999 p.a. 17.5%
- Salaries between £20,000 p.a. and £24,999 p.a. 20%
- Salaries between £25,000 p.a. and £29,999 p.a. 25%
- Salaries of £30,000 p.a. and above 30%

