

23 Hospitality Timesheet - 01253 494923 / 07792 180926

This timesheet is the responsibility of the temporary worker, all sections must be completed or your pay will be affected.

Once the hours have been checked and signed off by the client, please email a clear image to **timesheet@23hospitality.co.uk**.

All timesheets must arrive by 17:00 Monday.



HOSPITALITY

Venue Name

Job Location

Reporting to

Week Ending

First Name	Surname	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total

Eg: John Smith 12 - 8

Comments:

The section below must be completed by the client:

We certify that the hours on this timesheet have been worked to our satisfaction and this will form the basis of an invoice which will be paid on receipt.

If any temporary worker introduced by 23 Hospitality Ltd accepts and offer of employment with no notification, a fee of 12% of first year salary will become payable. See T&Cs.

Manager Name

Signature

Position

Date