



delivering  
people  
solutions

## TEMPORARY TIMESHEET

Client Company: \_\_\_\_\_  
 Week Ending: \_\_\_\_\_  
 Temporary's Name: \_\_\_\_\_  
 Temporary's Position: \_\_\_\_\_

### TEMPORARY'S AGREEMENT

I hereby certify that the days shown were worked by me on this assignment. I also agree to treat all work performed on this assignment as strictly confidential. If I should be asked to submit my Resume or offered work of a contract, temporary or permanent nature by the above-named client, I will notify Metro Temps before supplying my Resume and before acceptance of any position.

**All timesheets must be received by Monday, 8am at Metro Temps offices for weekly payment of wages - timesheets can be emailed or faxed. No payment will be made without the submission of a signed timesheet.**

DAY	PLEASE TICK DAYS WORKED AND NOTE ANY ½ DAYS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
	<b>TOTAL DAYS:</b>

TEMPORARY'S SIGNATURE: \_\_\_\_\_

### CLIENT AGREEMENT

The Client hereby accepts the offer of Metro Temps to provide the services of this Temporary employee and agrees to being invoiced the agreed day rate for the above signed-off total days each week. A copy of this timesheet will accompany the invoice and all future bookings of this temporary employee must be made via Metro Temps or Metro Recruitment Ltd.

**PLEASE NOTE:** If this temporary employee via this Company is offered any type of permanent or contract employment within 12 months of referral date, Metro Recruitment Ltd is entitled to scale fees for the appointment and will invoice the Client.

CLIENT NAME: (Please print) \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

CLIENT SIGNATURE: \_\_\_\_\_

**IMPORTANT: Please take a copy of the completed and client-signed timesheet and leave with the client for their reference.**