

Executive appointments
Permanent & temporary recruitment
Interim management & contract work
Independent & professional careers
advice, coaching and consultancy

TIMESHEET	
NAME	
COMPANY	
WEEK ENDING	

DAYS WORKED	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL DAYS
Total Number of Days worked								

Authorisation by client:

We certify :

1. The above details of the temporary assignment are correct.
2. Our satisfaction with the work undertaken.
3. That we have received and accepted your Terms of Business and agree to pay your invoice in accordance with such Terms of Business.

Signature (Line Manager)		Print Name	
Signature (Temporary Worker)		Date	

TIMESHEETS MUST BE RECEIVED BY 1.00PM ON TUESDAYS PLEASE	
BY EMAIL: payroll@paragon.co.im	BY FAX: 629941