



rd resourcing ltd

Staff name		Payroll number		Position			
Place of work		Event		Report to			
Day	Date worked	Start time	Finish time	Start time	Finish time	Total hours	Comments / Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
CLIENTS PLEASE CHECK AND SIGN IN AGREEMENT OUR INVOICE WILL REFLECT THESE HOURS						= Total hours for week	
SIGNATURE		NAME		POSITION		DATE	

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www.rdresourcing.co.uk



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