



Company:	Timesheet _____
Week Ending:	_____
Worker:	_____

PLEASE ENSURE TIME SHEETS ARE COMPLETED AND SENT BACK TO YOUR CONSULTANT BY EMAIL NO LATER THAN **10.00am MONDAY** OR RETURNED TO PLATINUM RECRUITMENT CONSULTANCY, SUITE 4, 1ST FLOOR, RICHMOND HOUSE, YELVERTON RD, BOURNEMOUTH, DORSET, BH1 1DA - **TELEPHONE:** 01202 203 150 **EMAIL:** hello@platinum-hospitality.co.uk

DAY	DATE	START	FINISH	START	FINISH	BREAKS	TOTAL HOURS	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
PO Number (if applicable):					Total Hours After Break			
Total Written Hours To Pay								

Please note timesheets received after 10.00am Monday will not be processed until the following week

Final time sheet for this assignment?
(please tick relevant box)
Yes No

CLIENT CONFIRMATION			
I confirm that the hours shown above are correct and authorised for payment			
Signed:		Date:	
Print Name:		Position:	

Booking Assessment - To help us ensure all bookings are carried out to the Platinum standard of excellence, we invite you to complete the below assessment at the end of the shift or week. Please tick the box that is appropriate to reflect the standard of work completed by the temporary worker.

Excellent Good Satisfactory Not Satisfactory

Comments: _____

