



Weekly Time Record

302a Queslett Road
 Great Barr
 Birmingham
 B43 7EX
 Tel No: 0121 360 0818
 Fax No: 0121 360 7199

Employee:
Manager:
Client:
Client Address:

Week ending:

Day	Start Time	Finish Time	Lunch Break	Sick	Holiday	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours						

To be completed by Client only:-

I/WE CONFIRM THAT A TOTAL OF _____ HOURS HAVE BEEN WORKED TO OUR SATISFACTION.
 I/WE CONFIRM THAT PAYMENT IN FULL WILL BE MADE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF ALMA PERSONNEL

AUTHORISED SIGNATURE _____ DATE _____

E: info@almapersonnel.co.uk
 W: www.almapersonnel.co.uk