



STC Consortium Limited

PROFESSIONAL EDUCATIONAL RECRUITMENT SERVICE

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 Email: enquiries@stcconsortium.co.uk • Internet: www.stcconsortium.co.uk

TIME SHEET

TO BE COMPLETED BY THE TEMPORARY WORKER

NAME:		BOOKING REF NO:	
SIGNATURE: (TEMPORARY WORKER)			
CLIENT:			
ADDRESS:			
		POST CODE:	
TEMPORARY WORKER PLEASE NOTE: Return to STC by post, fax or email as soon as it has been authorised by the client. Fax No - 0191 438 6566.			

TO BE COMPLETED BY THE CLIENT

	MON	TUES	WED	THURS	FRI	WEEK ENDING:
DATES:						TOTAL DAYS WORKED
FULL DAY						
HALF DAY						
I confirm that the total number of days worked are correct and will accept the STC invoice for the chargeable days at the agreed rate. I also accept STC terms and conditions of business; please see reverse of time sheet. PLEASE NOTE: Failure to sign the time sheet does not absolve the client's obligation to pay the charges in respect of the hours worked.						
NAME:				POSITION:		
SIGNATURE: (CLIENT)				DATE:		
CLIENTS PLEASE NOTE: If an applicant introduced by STC is taken onto your payroll, either by way of temporary assignment or on a permanent basis, an introduction fee will be charged. For further details please refer to our terms and conditions of business.						