



serving the catering & hospitality world

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Venue: \_\_\_\_\_

Date	Day	Start Time	Breaks	Finish Time	Total Hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
<b>Total Hours</b>					

<b>Office use only:</b>
Booking ID
-----
Venue ID
-----

ClientSignature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

Comments:

**Timesheets must be completed and returned to the office by 10am Monday** morning to ensure payment is not delayed.  
Methods of returning your timesheet include: hand delivering, faxing, scanning & e-mailing (see below for contact details).

**Stafford Tel:** 01785 220 800      **Fax:** 01785 258298 / 08456 718426 (fax to email)      **E-mail:** [enquiries@rougerecruitment.com](mailto:enquiries@rougerecruitment.com)  
**Warrington Tel:** 01925 573 743      **Fax:** 01925 635485 / 08456 718593 (fax to email)  
**Loughborough Tel:** 01509 262 755      **Fax:** 01509 239073 / 08456 718594 (fax to email)

I agree that the total hours worked are correct and agree that this assignment and any future assignments will be subject to Rouge Recruitment's Terms of Business which are available on request and via [www.rougerecruitment.com](http://www.rougerecruitment.com) Rouge Recruitment is the trading name of Temps Now (Stafford) Ltd.