



# timesheet

Please submit your timesheet before 10:00 on Monday morning in order to be processed in the weekly payroll. Timesheets should be submitted to [timesheets@aspirecambridge.co.uk](mailto:timesheets@aspirecambridge.co.uk)

Candidate name:

Job title:

Company:

Week ending:

PO number:

Job reference:

Date	Start time	End time	Lunch break	Regular hours	Overtime hours	Total hours

Weekly totals:

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Candidate signature:

Date:

Client signature:

Position:

The hire of a member of aspire cambridge's temporary staff shall be deemed to be in acceptance of the terms and conditions of the contract which I/we have received and accepted.

Failure to submit your timesheet by 10:00 a.m. on a Monday morning will result in delayed payment.

