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Please complete this form in Black ink & BLOCK CAPITALS. This timesheet must be posted or handed to our offices to arrive by 9 am on Mondays to ensure prompt payment.

RECORD OF HOURS WORKED

DAY	DATE	START TIME	END TIME	BREAK	TOTAL HOURS	LOCATION	NAME & SIGNATURE OF MANAGER
Monday							/.....
Tuesday							/.....
Wednesday							/.....
Thursday							/.....
Friday							/.....
Saturday							/.....
Sunday							/.....
Total number of hours worked excluding break times							

TO BE COMPLETED BY ANAHG RECRUIT STAFF

Name:

Signature:

Client:

/.....