

Adams Multilingual Recruitment

Teleport Towers, Kingsfordweg 151, 1043 GR Amsterdam

WEEKLY TIMESHEET

amsterdam@adamsrecruitment.com

www.adamsrecruitment.com



Weeknumber: This is the calendar week number, and **not** the number of weeks you have worked.

NAME OF EMPLOYEE:

DATE OF BIRTH:

ADDRESS:

COMPANY NAME:

DEPARTMENT:

ADDRESS:

| DAY | START TIME | FINISH TIME | TOTAL HOURS | Normal Rate% | Overtime Rate % | Travel Costs | Miscellaneous Costs |
|---------------|------------|-------------|-------------|--------------|-----------------|--------------|---------------------|
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | | | | | | | |
| TOTAL: | | | | | | € - | € - |

We declare that the above named temporary staff member has worked the hours stated and to our satisfaction.

Signature of client:

Date:

Timesheets should be emailed to amsterdam@adamsrecruitment.com by 12:00 every Monday.

Please make a copy of your completed and signed timesheet and give it to your manager.

If timesheets are not received by 12:00, Adams cannot guarantee that they will be processed in time for payment in the current week and payment may be delayed until the following week.