



**Manchester**  
 Clarke Nicklin House  
 Cheadle Royal Business Park  
 Cheadle  
 SK8 3TD

**Telephone**  
 0161 495 4747

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 0161 491 6172

**NURSERY NURSES AND CLASSROOM ASSISTANTS**

# Timesheet

PLEASE COMPLETE IN BLOCK CAPITALS

School/Nursery Name: \_\_\_\_\_

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

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

Week Ending Date of the week worked: \_\_\_\_\_

TIME SHEET	DATE	TOTAL HOURS/DAY TO BE PAID/CHARGED
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
<b>GRAND TOTAL</b>		

Company Registration Number: 05299881  
 Criminal Records Bureau Reg No:  
 22909400005  
 VAT Number: 980 7349 86

**TIMESHEETS MUST BE IN BY 12 NOON ON MONDAYS TO ENSURE PAYMENT**

**Authorised Signature:** \_\_\_\_\_

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

**Only enter actual hours/days to be paid/charged.** I confirm that I have read and understood the terms of this Timesheet (overleaf). My signature is authority that the hours/days worked represented by this Timesheet are satisfactory. **You will receive a copy of this Timesheet with your invoice which must be paid within 30 days.**

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**GO ONLINE AT:**

[www.eyr.co.uk](http://www.eyr.co.uk)

**OFFICE USE ONLY:**

Client Number:

Candidate Number:

Charge:

Pay:

Amount of units:

Purchase Order Number:

# Definitions:

**Agency** The supplier of Temporary Workers

**Client** The hirer of Temporary Workers

**Temporary Workers** Those supplied by the Agency to the benefit of the Client

**Time-sheet** The form for the exclusive use of recording worked hours for Temporary Workers supplied to the Client

The terms contained herein supplement, and shall not limit in any way, the general Terms and Conditions of business as agreed with the agency.

By Signing the Authority on this Time-sheet, the Client agrees:-

- 1) That he / she is authorised to request and / or approve labour from the Agency.
- 2) That he / she is authorised to approve the standard of work by the Temporary Worker
- 3) That a signed time-sheet represents a clear instruction for the Temporary Worker(s) to be paid for the hours approved at the rate agreed between the Temporary Worker and the Agency
- 4) That a signed time-sheet represents a clear instruction for an invoice to be raised, representing the hours approved multiplied by the hourly charge rate as agreed with the Agency
- 5) That he / she has received, understood and agrees to the general Terms & Conditions of Business of the agency
- 6) That the payment terms represented on invoices shall be honoured
- 7) That there will not be any set-off, abatement or retention whatsoever on payments due on invoices once a signed Time-sheet has been submitted to the Agency

**This Time-sheet is a legally binding contract and can only be used for the purposes as prescribed above. Any misuse, falsification, un-authorised signatures, reproduction (save for the purposes as prescribed above) shall be considered to be fraudulent. We take legal action on every act of fraud.**



**Post to:**

Clarke Nicklin House, Cheadle Royal Business Park,  
Cheadle, SK8 3TD

**Fax to:**

0161 491 6172

**Scan & email to:**

payroll@eyr.co.uk