

HEAD OFFICE 21 Blythswood Square, Glasgow, G2 4BL 0141 248 4711

PRIME COMMERCIAL STAFF Office Support & Professional 0141 248 4711

PRIME STAFF INDUSTRIAL Manufacturing, Warehousing & Driving 0141 248 4711

PRIME STAFF CONSTRUCTION Trades & Labour 0141 248 4711

BLACK & BLACK Social Care, Housing & Hospitality 0141 222 4872



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Temporary Worker Name		Hirer Name	
Job Title		Site Address	
Week Ending		Hirer Contact	
DAY	BASIC HOURS	OVERTIME HOURS	TOTAL HOURS
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
TOTAL			
I hereby certify that the above hours are correct, all meal breaks have been deducted and that the work undertaken has been carried out to our satisfaction. I confirm that I am an authorised signatory of the hirer company and that I have read and accepted your Terms of Business.			
Hirer's Authorised Signature			
PRINT Name			
Position			
Temporary Worker Signature			
Comments			



All Timesheets must reach Head Office no later than 10am Monday
Head Office Fax No. is 0141 222 4876