

First Base Employment Limited  
 9-10 Rowcroft, Stroud, Glos GL5 3AZ  
 T: 01453 755330 F: 01453 755369  
 www.first-base.co.uk  
 payroll@first-base.co.uk



**TIME SHEET**

For work completed week ending .....

Name .....

Company .....

Position .....

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Standard hours worked								
Overtime hours worked								
Holiday requested (£)								

This is my last week contracting for the above employer, please forward my P45.

Please return to First Base Employment by 10am Monday to ensure payment the same week.

I hereby certify the above hours worked are a correct record of the hours worked by the temporary worker and I accept the terms and conditions for the introduction of Temporary workers by First Base Employment Limited.

Client Signature .....

Printed Name .....

Position .....

Date .....

White: Clients copy    Yellow: Agency copy    Blue: Staff copy

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