



Crossweys, 28-30 High Street  
 Guildford  
 Surrey GU1 3EL  
 Tel 0845 555 1230  
 Fax 01483 243454  
 Email: temps@orionlegal.com

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE No.: \_\_\_\_\_

**TEMPORARY'S NAME:** \_\_\_\_\_

| DATE | DAY | START AM | FINISH AM | Lunches only to be worked with clients consent | START PM | FINISH PM | TOTAL HOURS |  |
|------|-----|----------|-----------|--|----------|-----------|-------------|--|
|      |     |          |           |  |          |           |             |  |
|      |     |          |           |  |          |           |             |  |
|      |     |          |           |  |          |           |             |  |
|      |     |          |           |  |          |           |             |  |
|      |     |          |           |  |          |           |             |  |
|      |     |          |           |  |          |           |             |  |
|      |     |          |           |  |          |           |             |  |
|      |     |          |           |  |          |           |             |  |

I, THE CLIENT AGREE THE HOURS WORKED TO BE ACCURATE AND ACCEPT THE CONDITIONS LISTED BELOW

CLIENT SIGNATURE \_\_\_\_\_

CLIENT NAME (PLEASE PRINT) \_\_\_\_\_

|                    |
|--------------------|
| <b>TOTAL HOURS</b> |
|--------------------|

POSITION \_\_\_\_\_

The person named on this timesheet is under contract to City Executive Recruitment Ltd trading as Priority Recruitment and therefore is unable to accept any temporary or permanent employment within your company (or subsidiaries) other than by arrangement with Priority Recruitment and on payment of a permanent placement fee. The agency shall not be responsible for loss, damage, expense or inconvenience resulting from or caused by any willful default, dishonesty, disclosure of confidential information, breach of faith or any negligent or other act or omission by the employee while engaged on the client's business or while in the client's premises or arising out of or in any way connected with the services to which the contract relates, and the client will indemnify the Agency in respect of any liability to which the agency might therefore be exposed