



TEMPORARY STAFF TIMESHEET

Fax to: 020 7734 3364 or

Email to: accounts@coventgardenbureau.co.uk

5-6 Argyll Street
 London W1F 7TE
 Tel: 020 7734 3374

AGREED BY CLIENT:

NAME OF TEMPORARY

NAME

CLIENT COMPANY

SIGNATURE

POSITION/DEPT

	DATE/MONTH	START	FINISH	LUNCH BREAK	DAILY TOTAL (exclude lunch)
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

TOTAL HOURS FOR THIS BOOKING



Please fax or email your timesheet to Covent Garden Bureau by Friday afternoon.
 Please retain a copy for your own records and ensure you leave a copy with the client for their future reference.
 Your pay may be delayed if not returned on time!