

HEAD OFFICE Abbey House, 10 Bothwell Street, Glasgow G2 6LU **0141 248 4711**

PRIME COMMERCIAL STAFF Secretarial & Professional **0141 225 4880**

BLACK & BLACK Social Care & Housing **0141 222 4872**

PRIME STAFF INDUSTRIAL Manufacturing & Warehousing **0141 222 4870**

MONTEREY Transportation & Technical **0845 433 2211**

PRIME STAFF CONSTRUCTION Trades & Labour **0141 222 4874**

also branches in **PAISLEY 0141 848 5711** and **HAMILTON 01698 422665**



THE PRIME GROUP

Name		Client Company	
Job Title		Site Address	
Week Ending		Client 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 have read, understand and accept on behalf of the Client Company, Prime Commercial Staff's current Terms of Business. I also confirm that a copy of the Terms of Business was supplied to me prior to the supply of this Temporary Worker by Prime Commercial Staff Limited.			
CLIENT'S AUTHORISED SIGNATURE			
POSITION			
TEMPORARY WORKER'S SIGNATURE			
COMMENTS			

All timesheets must be faxed or posted to HEAD OFFICE on Friday to ensure that they are received by Monday 10am.

FAX NUMBER FOR HEAD OFFICE IS 0141 221 1684



White Copy to Branch - Yellow Copy to be retained by Client - Blue Copy to be retained by Candidate



INVESTOR IN PEOPLE