



**MGA**  
RECRUITMENT  
LIMITED

## MGA Recruitment Ltd

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# WEEKLY TIMESHEET

EMAIL: [timesheets@mgarecruitment.com](mailto:timesheets@mgarecruitment.com)

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

W/E: \_\_\_\_\_

CLIENT: \_\_\_\_\_

SITE: \_\_\_\_\_

| Reference                       | MON         |     | TUES  |     | WED            |     | THUR  |     | FRI         |     | SAT   |     | SUN   |     | TOTALS        |
|---------------------------------|-------------|-----|-------|-----|----------------|-----|-------|-----|-------------|-----|-------|-----|-------|-----|---------------|
|                                 | Basic       | O/T | Basic | O/T | Basic          | O/T | Basic | O/T | Basic       | O/T | Basic | O/T | Basic | O/T |               |
|                                 |             |     |       |     |                |     |       |     |             |     |       |     |       |     |               |
|                                 |             |     |       |     |                |     |       |     |             |     |       |     |       |     |               |
| <b>Daily Total</b>              |             |     |       |     |                |     |       |     |             |     |       |     |       |     |               |
| <b>Mileage</b><br>If applicable |             |     |       |     |                |     |       |     |             |     |       |     |       |     | Total Mileage |
| <b>Weekly Hours</b>             | Basic Hours |     |       |     | Overtime Hours |     |       |     | Total Hours |     |       |     |       |     |               |

Client name, signature & date: Please note that by signing this document you confirm to MGA Recruitment Limited the hours worked and authorise them to invoice the client and pay the subcontractor as per the weekly totals.

Client Supervisor: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_