

All completed and authorized timesheets must be submitted to Quick Staff Recruitment by Monday at 2:00 PM (14:00 hrs). You may send your timesheets via Post, Fax, Email.

Day	Client Name	Nature Of Work	From / To (Am / Pm)	Total Hrs Worked	Clients Signature
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Please ensure that all time sheets are correctly dated and forwarded to the office on a weekly basis to avoid a delay in payment for hours worked. All wage queries (where applicable) must be made in writing.

I hereby confirm that I have carried out the above duties in accordance with Quick Staff Recruitment standards. Additionally, if I am registered or enrolled, I have performed my work following the "NMC Code of Professional Conduct" and adhering to the scope of professional practice and standards for the administration of medicines.

Signature: _____ Print Name: _____ Date: _____