

**NAME:****SIGNATURE:**

(In signing this timesheet I acknowledge that the hours below have been worked in accordance with the Ortolan Group Plc contract for temporary workers)

**COMPANY:****WEEK ENDING (Sunday):**

DAY	START WORK	BREAK FROM	BREAK UNTIL	FINISH WORK	BREAKS TAKEN Y/N	TOTAL HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

**Customer Approval****Name :****Signature :****Date :****Notice to Customers:**

By signing this timesheet you reaffirm your agreement to our **Terms of Business for the Supply of Temporary Staff** previously sent to you by Ortolan Group Plc.

**Please fax this time sheet before 2:00pm on Monday to 01925 851 516. Failure to return it to us by this time could delay your payment.**

You are entitled by law to a 20 minute break every six hours, and a minimum daily rest period of 11 consecutive hours in each 24 hour period. Ortolan Group Plc strongly encourages you to exercise these entitlements in order to protect yourself from the risks that may arise from working excessively long hours or for long periods without breaks.

