

WORKLOG

Please complete and return this worklog and corresponding invoice by no later than 12.00 noon on Tuesday for payment Friday or by 5pm on Wednesday for payment on the following Monday.

Please send signed and completed Worklogs to: payroll@sol-rec.com

Candidate Name:	Weekending Date (Sunday):
Ltd company providing services:	
Client Name:	

ANY ALTERATIONS TO SHIFTS/ HOURS NOT INITIALED BY THE CLIENT BEFORE SUBMISSION TO SOLUTION RECRUITMENT WILL NOT BE PROCESSED

	Day	Night	Overtime	Shift/ Hours <small>(please circle)</small>	Job Code/ Site/ Work Location
MONDAY				Shift/ Hour(s)	
TUESDAY				Shift/ Hour(s)	
WEDNESDAY				Shift/ Hour(s)	
THURSDAY				Shift/ Hour(s)	
FRIDAY				Shift/ Hour(s)	
SATURDAY				Shift/ Hour(s)	
SUNDAY				Shift/ Hour(s)	
TOTALS:					

To be completed by authorised client representative. Please check the details carefully.

Your signature is our authority to; invoice for the shift/ hours indicated above, and pay the Ltd company/Operative accordingly.

CLIENT AUTHORISED SIGNATURE:	PRINT NAME:
POSITION:	DATE:

We certify that the details of attendances stated above are correct and the services have been satisfactorily performed. We confirm our agreement to your terms and conditions of business and undertake to pay Solution Recruitment Ltd in accordance with such terms, of which we have received a copy.