

RFC Recruitment Solutions Ltd



155-156 High Street
 Southampton, Hampshire, SO14 2BT.
 Telephone: 023 80 226644. Fax: 023 80 227666.
 Out of Hours: 07812 084023.

WHITE/BLUE COPY - ADMINISTRATION • PINK COPY - CLIENT

TEMPORARIES NAME:	CLIENT NAME, ADDRESS:
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JOB TITLE:	
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	DATE	START	FINISH	BREAK	TOTAL (excl. breaks)
MON					
TUES					
WED					
THUR					
FRI					
SAT					
SUN					

We certify that the total hours worked are correct and we will accept your accounts for the chargeable hours at the agreed rate. We agree to accept your terms and conditions of business as set out overleaf and we acknowledge that should and temporary worker introduced by you accept offer of employment with us a non-rebateable fee calculated in accordance with your normal scale of charges for the introduction of permanent staff will become payable.

TOTAL HRS WORKED

SIGNATURE:	POSITION:	DATE:
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DATE	TYPE	CHARGE RATE	PAY RATE
1			
2			
3			
4			
5			
6			