RYDER REID
LEGAL

TIMESHEET

TO:	RYDER REID LEGAL	AUTHORISED BY:	
FAX NO:	020 7628 2234	POSITION:	
NAME:		CLIENT:	
WK ENDING:			

Please Submit your Timesheet to us on the last day of your booking or by 10am Monday morning.

Date	Time In	Time Out	LUNCH HOUR	Total Hours at *Single*	Total Hours at *Time & a half*	Total Hours at *Double*

I certify that the total hours worked as above are correct and we agree to pay your account in accordance with your Terms of Business for Temporary Staff.

Payment upon receipt of invoice, as they are in respect of wages already paid by us.

If Temporary staff introduced by us are subsequently employed by you, our normal induction fee becomes payable.

For all your Legal Support Staff Requirements
Permanent and Temporary

Secretaries, Receptionists, Paralegals, Office Juniors, Reprographics, Legal Billing, Legal Cashiers, Office Managers, IT Managers, Facilities Managers

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