



City Centre Office: 46 Dawson Street, Dublin 2
City West Office: St. John's House, Tallaght Village, D 24
City South Office: 5 Sandyford Office Pk, D18
City North Office: 254 Swords Road, Dublin 9
Newbridge Office: 30 Main Street, Newbridge, Kildare
Waterford Office: 5 Barronstrand Street, Waterford
Cork Office: 6 Princes Street, Cork
Accounts:

Tel: 01 677 9332 Fax: 01 679 8699
 Tel: 01 461 0740 Fax: 01 461 0870
 Tel: 01 294 3820 Fax: 01 294 3825
 Tel: 01 862 3456 Fax: 01 862 3434
 Tel: 045 450 626 Fax: 045 450 612
 Tel: 051 844 722 Fax: 051 844 723
 Tel: 021 422 2179 Fax: 021 422 2180
 Tel: 01 862 3141 Fax: 01 862 3557

Timesheet Return top (white) and green copy to branch. Pink copy is for the client*

Booking (Please type or use capitals)

Surname Mr/Mrs/Miss Payroll No.

First names Week ending

Nature of Booking

Booking at

Invoice Address

Client a/c No. Order No.

Report to Dept.

Start day Time Date

Basic hours before overtime less meal breaks

Mon	Tues	Wed	Thurs	Fri	TOTAL NET TIME	ENTER SAT & SUN HOURS BELOW	BASIC HOURS

OVERTIME HOURS

Mon	Tues	Wed	Thurs	Fri	Premium
					x 1 1/2

Sat	Date				x 1 1/2
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Sun	B.Hol	Date(s)			x2
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Signature of Temp

Client authorisation

I certify that the hours shown on this timesheet were worked satisfactorily. Also that overtime premium should be paid and charged on hours in excess of basic hours (normally 8 hours per day Monday to Friday) I confirm that the invoice will be paid within 14 days from the Week Ending date above.
I have accepted the Company's Terms of Business

NET TOTAL	Grand Total including Premium	Hours (in words) including overtime premium
	Name (in capitals)	Signature
	Position	Date and time

IMPORTANT Client merit rating

All Noel Temporaries aim to work to a very high standard and to achieve Top Merits from you. Please give a merit rating to this Temporary.

There is no difference in the charge to you whatever the merit. The merits are as follows

Excellent **Below Expectation**
 1 2 3 4 5

TOTAL QUALITY: Please phone us with your comments on this Temp, or any aspect of the service you receive.



If a client engages a Temporary in a temporary/permanent position within 12 months of the completion by that Temporary of his/her assignment with the client, the client will be liable to the company for the temporary/permanent introduction fee.