



Please Complete and Return this Timesheet no later than 12 PM on Tuesday.

You can email your timesheet to: info@moonlightstaffing.co.uk

Client Name: _____

Client Address: _____

Staff Name: _____ Week commencing Monday Date: _____ Week Ending Date: _____

DAYS	DATE	MORNING/ LONG DAY		LUNCH		TEA		BED/NIGHT		TOTAL HOURS PER DAY
		Start	Finish	Start	Finish	Start	Finish	Start	Finish	
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
						Staff Signature:	Date:	TOTAL WEEK HOURS:		

NOTICE TO CLIENTS

We certify that the above-mentioned staff member has attended for assignment with us at the stated times and to our satisfaction.

Any questions? Please call Moonlight Staffing Ltd. on 020 8520 7858/0787 234 9477

Email: info@moonlightstaffing.co.uk Web: www.moonlightstaffing.co.uk

Address: 18 Wigram Square, London, England, E17 4AB