

Regent Care Services Ltd.  
 14 Letchworth Drive,  
 Bromley,  
 Kent  
 BR2 9BE  
 Mob : 07919077503  
 Email : info@regentcareservices.com



Week Ending :

**Note :**

Time sheets must be received to our office by 12 pm Monday, in order to facilitate payment of Friday. Payroll weeks runs from Monday to Sunday and time sheets received by the cut off time will be paid in the week after the work was performed.

Staff Name :	Staff Post Code :
Job Title :	Staff Tel Num:
Client Name:	
Client Address:	

Day	Date	Start	Finish	Break		Total	Authorized By
				HRS	MINS		
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

**Total Hrs Claimed :**

Client Authorization ( must be completed and signed by the client representative only)

Name :	The above mentioned agency worker has worked the above shown hours. We agree to pay your account in accordance with the terms of business and understand that if we engage the agency worker permanently during or after this engagement we shall agree to pay your introduction fee for the staff as per the contract.
Position :	
Signature :	
Date :	

Client Feedback :