Vanguard

VANGUARD (SITE SERVICES) UK LTD.
RECRUITMENT & LABOUR SPECIALISTS

Unit 4, Lonmay Place,
Panorama Business Village, Glasgow G33 4ER
Tel: 0141 354 5588 Fax: 0141 354 5599
email: enquiries@vssuk.com web: www.vssuk.com

Client	Order No
Project	W/E Date

Name	Occupation	Sat	Sun	Mon	Tue	Wed	Thurs	Fri	Total Hours

THE GRAND TOTAL HOURS MUST BE COMPLETED PRIOR TO SIGNATURE BY CLIENT

PLEASE NOTE
All time sheets to be returned no later than Monday 4.00pm.
A time sheet signed by an authorised representative of the client will be deemed as confirmation of the final hours/pay purposes and as such no deduction from invoices will be accepted.

White and Blue Copies to Vanguard (Site Services) UK Ltd.
Pink Copy to Client.

The above work is of satisfactory quality, the hours are correct.

Signature of Client's Representative

Date

Please Print Name

Title