



Adecco Personnel Limited

Time Sheet No. \_\_\_\_\_

**Wanchai**  
Unit A-D, 17/F., China Overseas Building  
139 Hennessy Road, Hong Kong  
Tel: 2895 2616 Fax: 2895 3673

**Central**  
1402, China Insurance Group Building  
141 Des Voeux Road, Hong Kong  
Tel: 2521 0594 Fax: 2845 2045

**Kowloon**  
1620, Ocean Centre  
5 Canton Road, Tsimshataui, Kowloon  
Tel: 2412 0001 Fax: 2412 0893

**Client**

Company Name		Client Contact	
Dept		Client Address	

**EMPLOYEE**

Name		Position	
ID No.		Signature	

Bank Details: Bank A/C No. \_\_\_\_\_ Hong Kong Bank/ Hang Seng/ Other: \_\_\_\_\_

Day	Date Month	Time Start	Time Finish	Less Lunch	Total (Normal)	Total (O.T.)
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						

Total Hrs & Mins Worked

Total Normal Hrs & Mins in WORDS

Total O.T. Hrs & Mins in WORDS

Approval Includes verification of hour worked and also acceptance of terms & conditions of business.

<p><b>CLIENT APPROVAL</b></p> <p>Should we directly or indirectly employ an Adecco Temporary Staff assigned currently or in the previous six months a full permanent placement fee is payable. Any days not worked by the temporary have been crossed out. Approval includes verification of hours worked. Unless word by agreement between the client and Adecco. Client approval also includes acceptance of terms and conditions of business. Detailed on this reverse of the Client Copy of this timesheet.</p>	<p><i>This timesheet must be signed and authorised by the client and returned to your Consultant by Monday 9am.</i></p>
	<p>TERMS AND CONDITIONS OF BUSINESS ARE DETAILED ON THE REVERSE SIDE OF THE CLIENT COPY OF THIS TIMESHEET.</p>
	<p><b>CLIENT COPY</b></p>

CLIENT SIGNATURE AND COMPANY'S STAMP \_\_\_\_\_ NAME/POSITION \_\_\_\_\_

FOR OFFICIAL USE ONLY



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