



**ForeFront Scaffold Solutions,**  
*Specialists Recruiters to the Scaffold & Access Industry*

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**Insite International**  
Tel: 01709 912 790  
Fax: 01709 376 387

Forefront Scaffold Solutions Ltd  
Incorporating Insite International  
Hellaby Business Centre  
Bramley Way, Hellaby  
Rotherham  
S66 8QB

Client Name		Account Number		Timesheet Number	
Invoice Address		Site/Job Address			

Start Date		Contact Name			
Week Ending		COTB Ref	Date		
Week Number		Job/PO Number	Cost Code		

**PLEASE RETURN NO LATER THAN MONDAY 12.00 NOON**

**THIS TIMESHEET MUST BE SIGNED BY THE CLIENT BEFORE SUBMISSION FOR PAYMENT**

**THE TEMPORARY WORKER WILL ONLY BE PAID ON THE BASIS OF A SIGNED TIMESHEET**

Timesheet Number	Temps Name	Trade	Enter actual hours worked only (No breaks or travel time)								FOR OFFICE USE ONLY					
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Basic	O/Time	Total	Hours	Pay	Charge

**DULY AUTHORISED BY THE CLIENT COMPANY**

I/We confirm the hours given are correct. The standard of work was satisfactory and we accept a charge for these hours.  
I/We agree to pay EasyPay Services Plc in respect of the hours given within 7 days of the date of invoice date.  
I/We confirm that Forefront Scaffold Solutions Ltd Incorporating Insite International Terms and Conditions are the sole terms of this contract.



SIGNATURE	POSITION
PRINT NAME	DATE

<sup>1</sup> In the event of the Engagement by the Client of a Temporary Worker supplied by the Employment Business either (1) directly or (2) pursuant to being supplied by another Employment Business or company, within either:- The duration of the Assignment where there has been a break of more than 42 days (6 weeks) since the end of the previous Agreement); or 8 weeks from the day after the last day the Temporary Worker worked on the Assignment the Client shall be liable, to either an extended period of hire or a transfer fee the length or amount of which is to be agreed between the Employment Business and the Client. For further information, please refer to clause 8 of the Contract and Confirmation of Terms of Business.

<sup>2</sup> All Invoices for services will be provided by EasyPay Services Plc and Forefront Scaffold Solutions Ltd Incorporating Insite International hereby assigns all debt to EasyPay Services Plc