

COMPANY NAME & ADDRESS

Profiles

PERSONNEL

74 Castle Street, Farnham, Surrey GU9 7LS
Tel: (01252) 723442 (24hr answering) Fax: (01252) 714393
E-Mail: payroll@profiles-personnel.com

NAME OF TEMPORARY STAFF

REPORTING TO

WEEK COMMENCING

Custom Forms Ltd. Tel: (01455) 890005

DETAILS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL HOURS
START TIME								
FINISH TIME								
DEDUCT LUNCH TIME								
HOURS WORKED								
ADDITIONAL INFORMATION (expenses etc.)								

TOTAL HOURS

OVERTIME

NORMAL

TEMPORARY STAFF - PLEASE SUBMIT OR FAX (01252 714393)
THE TOP COPY OF YOUR SIGNED TIMESHEET TO FARNHAM
OFFICE BY 10.00AM MONDAY.

WHITE COPY : To be signed by the client and returned to Profiles.
PINK COPY : To be retained by Client.
YELLOW COPY : To be retained by Temporary.

CLIENTS AUTHORISATION - We agree that the above hours are correct.
We are satisfied with the work completed and agree to your terms and conditions of business.

AUTHORISED SIGNATORY _____

POSITION _____ DATE _____