

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

YOUR NAME

REPORTING TO

WEEK COMMENCING

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

If you would you like your Holiday Pay, please tick here

Please submit a copy of this timesheet via email to payroll@profiles-personnel.com by 10am Monday

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 _____