



Foundation Personnel Limited
 Unit C220, Bletchley Business Campus
 1-9 Barton Road, Bletchley
 Milton Keynes MK2 3HU

Phone: 01908 299405

Mobile: 07514 474905

Email: payroll@foundationpersonnel.co.uk

Timesheet

Please send timesheets in by 2pm Monday

NAME OF TEMPORARY WORKER:

WEEK ENDING SUNDAY:	Is this your last week? YES/NO	Do you need a P45? YES/NO
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Payroll No. (if know):	Date of Birth:
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NAME OF COMPANY TO BE INVOICED:
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Site Address:

Postcode:

Machine:	Machine Number:
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HOURS WORKED: (Do not Include lunch break)

	Start time	Finish time	Breaks	Man Hours	Machine Hours	Comments
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

Signature: Please sign here to certify that the above is a correct record of the hour you have worked.

Total Hours To Be Paid

I hereby certify that the hours below are a correct record of the hours worked by the Temporary Worker and I accept the Terms and Conditions for the introduction of Temporary Workers by 'Foundation Personnel Limited' I accept that I must pay the charges invoiced in respect of the above worker, including any expenses itemised above
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OFFICE USE ONLY

Total hours to be charged **Hours** **Minutes**

PO No.

Client's authorising signature:

Date:

Invoice att of.

Client's Name	Position:
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Comment:

Checked by



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Checked by
