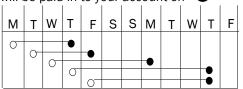


Timesheet

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Before sending us your timesheet please:

- Ensure that the timesheet is completed in full. Any omissions or errors may delay your payment
- Ensure that your registration number and the weekending date are correct
- Ensure that there is an authorising name and signature in the correct boxes
- Keep the original copy of your timesheet for your reference and give a copy to the client
- Fax your Ltd company invoice & any other correspondence to **020 7583 1716**
- Do not send duplicate copies of your timesheet in the post



Payroll Services Info:

Phone number for queries: 020 7910 8786 To request a timesheet by e-mail send a blank e-mail to timesheet@badenochandclark.com or visit our website at:

www.badenochandclark.com