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PAYROLL & INVOICE

Invoice No:

Date:

Pay Period:

CLIENT DETAILS

Company:

Department:

Address:

Contact:

TEMPORARY WORKER DETAILS

Worker Name:

ID / Ref No:

Job Title:

NI / Tax No:

Timesheet & Earnings Breakdowns

DATE	DAY	STANDARD HOURS	OVERTIME HOURS	HOURLY RATE	TOTAL AMOUNT

Gross Pay	
Employer Contributions	
Agency Commission	
VAT / Tax	
Invoice Total	

Payment Instructions:

Please remit payment in accordance with the contract payment terms.

Bank Name:

Account No:

Sort Code / IBAN:

Authorized Signature:

Date Approved: