2 Hogarth Place, Earl's Court
London SW5 0QT
T: 020 7373 3045
F: 020 7373 4651
E: payroll@extramanrecruitment.co.uk

Customer Name: _____

Reporting Address: _____

_____

Post Code: _____

Week Ending: _____

Kindly note: All recorded hours less than the minimum hours agreed, will be amended to the minimum charge, unless the agency worker arrived late or finished before the end of the shift OR Extraman was informed of an issue on the day of supply

PO Number: _____

Site contact: _____

Shift: _____

TO BE COMPLETED BY THE CLIENT

I agree that the hours shown have been worked satisfactorily and accept that this will form the basis for an invoice which will be paid in accordance with Extraman's Terms of Business, which I confirm we have received.

Authorised by: _____

Position: _____

Forename	Surname	Payroll #	AWR	Job Class.	Hours worked per day							Total hours
					Mon	Tue	Wed	Thu	Fri	Sat	Sun	