



Options Resourcing
Recruitment Specialists

Spring Payroll Services Ltd t/a Options Resourcing
30 Queen Square, Bristol, BS1 4ND
Tel: 0117 910 0570 Fax: 0117 910 0577

Client Account Name & Address:		Account No.		Branch:			
		Client PO Number:		Assignment Start Date:			
Work / Site Address:		Week Ending Date					
Name of Temporary Worker:		Booking Ref:					
Payroll No:							
Job Title:							
Reporting To:							

PLEASE COMPLETE IN FULL AND ENSURE ALL FIELDS ARE ACCURATE

	Start Time	Finish Time	Breaks	TOTAL TO BE PAID	Analysis - Total Hours Worked		Name & Details of Expenses and Additional Payments and Charges
					Basic Rate Hours	Overtime Rate Hours	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
TOTAL:							

We certify that the hours shown above are correct and that the works carried out by the named operative during those hours have been carried out to our satisfaction. We further certify that we will accept your account for the total amount of hours shown in the "Total to be paid" column and any additional costs shown above at the agreed rates. We agree to be bound by the terms and conditions which were sent to us with the Client Confirmation Order, whether or not we have signed and/or returned same (Additional Copies of these same terms are available on request and also appear on the company website). In particular we note and agree to clause 7.5 of the terms and conditions which state, amongst other things, that "Temporary workers are engaged by the Employment Business under contracts for services and are not employees of the Employment Business. They are under the sole supervision, direction and control of the Client from the time they report to take up duties and for the duration of the Assignment.

Signature:

(Authorised Signatory)

Position:

Name (in capital letters):

Date:

PLEASE FAX BACK TO 0117 9100577