



Admiral

RECRUITMENT

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head office: 20 Cousin Lane, London EC4R 3TE tel 020 7877 8500 **On Call West End** 07976 298 650 **On Call City** 07813 914 114
email: citypayroll@admiralgroup.com

ealing office: 52-53 Saunders House, 3rd Floor, Ealing Broadway W5 3TA tel 020 8810 1853 **On Call Events** 07387 140 845 **On Call Contract / Education** 07973 343 450
email: ealing@admiralgroup.com

COMPANY NAME:	
ADDRESS:	
JOB ROLE:	
REPORTING TO:	CLIENT ACCOUNT No:
	EMPLOYEES NAME:
	PO. No:
	EMP. No.

DAY	DATE	START	BREAK	FINISH	TOTAL HOURS DAILY
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					
WEEKLY TOTAL					

Signed timesheets must be submitted to Admiral no later than 9am on Monday for payment to be made the following Friday.

This is an authorisation for payment of work satisfactorily completed and acceptance of our terms and conditions.

Client/Authorised Signature Print Name Please keep yellow copy for your records