



For the Attention of: Admin  
 Please Fax Back on: 01277 280644  
 Or Email to: [Admin@visionpl.com](mailto:Admin@visionpl.com)

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 Western Road  
 Billericay, Essex  
 CM12 9DY  
 T: 01277 815178  
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Client  Contract  Week Ending  Job Ref

	Name	Payroll Number	Trade Code	Description	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total Hours

**TOTAL HOURS ON TIMESHEET ARE THE HOURS PAID AND INVOICED.  
 IF BREAKS NOT PAID THEN PLEASE DEDUCT.  
 PLEASE RETURN COMPLETED AND SIGNED BY 12PM TUESDAY THE LATEST TO ENSURE PAYMENT.**

Signed By Client :  
 Print name:  
 Position:  
 Date Signed: