

T&T Training Solutions Ltd.
t/a: **T&T Travel Solutions**
14 Bonhill Street, London EC2A 4BX

Accounts Department

Telephone: 0871 231 0455

Fax: 0870 051 4980

ACCOUNTS ENQUIRIES 9am – 1pm DAILY

TIMESHEETS – WEEKLY DEADLINE MONDAY 11.00am

NAME & ADDRESS OF EMPLOYER CLIENT:

WE HAVE PLEASURE IN INTRODUCING:

Mr/Mrs/Miss/Ms _____

For the position of _____

Who has been instructed to report to: _____

PLEASE INSERT HOURS BELOW: HOURS REQUIRED:

Day	Commenced	Finished	Lunch	Hours Worked	Remarks
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
Total Hours Worked					

Week Ending: _____

It is hereby certified that the above hours shown are correct and that the work was performed in a satisfactory manner. In the event of our wishing to take on to our staff (in a permanent or temporary/contract capacity, directly or indirectly) any employee of T&T Ltd, then we hereby undertake to pay the full permanent engagement fee in respect of such engagement and in any event agree to the Terms & Conditions of Business of T&T Ltd.

Signature:.....

Positions:.....

For and on behalf of (Firm's Stamp)

Date:.....

All fields must be completed in order for the Accounts Department to process your pay.