

Invoice

Invoice Number:

Invoice Date:

Company Registration Number:

VAT Registration Number:

Worker Supplied:

XP Recruitment Ltd
4 Notre Dame Mews,
Northampton,
NN1 2BG

Telephone: 01604 866229

E-mail: payroll@xprecruitment.co.uk

Company Name:

Services Provided:

Trading Address:

Telephone Number:

E-mail Address:

Day	Date	Start Time	Finish Time	Contract	POA	Paid Hours	Rate	Total Cost
						NET AMOUNT		
						Expenses		
						VAT @ 20 %		
						TOTAL AMOUNT		

EXPENSES/
ADDITIONAL
INFORMATION

Working Time Directive Worker Declaration

1. I declare I have accurately recorded my time in this timesheet.
2. I declare I have not been engaged in any work other than for XP Recruitment Ltd during this week.
3. I will notify XP Recruitment Ltd immediately of any other periods of work that constitutes Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other employers or employment businesses so that XP Recruitment Ltd can maintain an accurate record of my weekly working time.

Signature Name Date