

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Post Code \_\_\_\_\_

**My Tax Code** \_\_\_\_\_

**National Insurance Number** \_\_\_\_\_

**Invoice Number** \_\_\_\_\_

**Work Reference**

**Work Dates/Location**  
From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agency Worked for** \_\_\_\_\_

**Daily Rate Agreed** \_\_\_\_\_

**Expenses Agreed**  
\_\_\_\_\_  
\_\_\_\_\_

**Expenses Incurred**  
(Provide VAT receipts - remember to take copies before you return these)  
\_\_\_\_\_  
\_\_\_\_\_

**Total** \_\_\_\_\_

**Name of person you agreed work with** \_\_\_\_\_

Have you returned Uniform/POS/Reports/Photographs to the agency (tick box)

**Additional comments about the work undertaken**  
(Feedback for client/agency)

