

# Probe Technical Recruitment Weekly Timesheet



Email: [accounts@probejobs.co.uk](mailto:accounts@probejobs.co.uk)  
 Fax No.: 0121 321 4312

## Approval

Contractors Name	
Company Name ( If Applicable )	
Clients Company Name	
Client Approval ( Please Sign )	
Print Name	

## Probe Technical Recruitment Use Only

PTR INVOICE No:	
INVOICE DATE	
CONTRACT AGREEMENT No:	
WEEK ENDING ( SUNDAY )	
WEEK No:	

<i>PTR REF</i>	DESCRIPTION	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL
<b>TOTAL</b>									

Sickness							
Holiday							

IT IS IMPORTANT THAT THE COMPLETED TIMESHEET IS EITHER EMAILED TO [accounts@probejobs.co.uk](mailto:accounts@probejobs.co.uk) or FAXED TO 0121 321 4312 BY 10:00 AM EACH MONDAY. PLEASE MAKE SURE OUR CLIENT AUTHORISES YOUR TIME SHEET BEFORE SENDING.  
 ALL SICKNESS AND HOLIDAY'S MUST BE RECORDED.