

# Penderels Trust Payroll Bureau



Opening the door to independent living

## STATIONERY ORDER FORM

Please complete your personal details and tick the item(s) required. Post or fax the form to the Payroll Bureau and we will send you the stationery you require within 5 working days.

### PERSONAL DETAILS

Employer's name: \_\_\_\_\_ Comp/Code \* \_\_\_\_\_

This is the letter and number at the top right-hand corner of your timesheets e.g. 637 B.

Timesheets \_\_\_\_\_

Employee Starter Forms \_\_\_\_\_

Personal Assistant Leaver's Form \_\_\_\_\_

P46 \_\_\_\_\_

Stationery Order Form \_\_\_\_\_

Signed (Employer): \_\_\_\_\_ Date: \_\_\_\_\_

PAYROLL BUREAU USE ONLY	
Forms sent:	Date sent: