

## Welcome to Law Choice Temps and thank you for choosing to work through us.

Please find below a list of the forms you will need to complete (all of which can be found in the temp area of our website), it's very important you read through this and return the relevant parts;

**Bank Details Form** – Which you need to complete and return

**Temporary Staff Information Sheet** – This has a few tips to make sure your booking goes smoothly...

**Terms of Engagement** – Can you print one off, sign and return to us

**P45** – If you have one from the current tax year (your latest one) please send this back with the other completed documents, if not see notes below on filling out a P46

**P46** – You only need to complete this if you don't have a P45 from the current tax year

**Timesheet** – You can download this from our website, just go to the temp area at [www.law-choice.com](http://www.law-choice.com) within this area there's loads of helpful information regarding working as a temp.

Can you please ensure all of the above information is returned to us as soon as possible as without it we can't pay you!

Please note we **MUST** receive your signed timesheet via e-mail ([info@law-choice.com](mailto:info@law-choice.com)) by Monday morning to guarantee we can process your wages!

If you have any queries please do not hesitate to contact me or your personal consultant at any time.

Best wishes and good luck in your assignment

**Temporary Staff Welfare Team**