



## Payslips by e-mail

We are very pleased to be able to offer you the option of receiving your payslip by e-mail. The benefits are multiple

- Your payslip will never get lost in the post
- You will receive your payslip at least 2 days earlier than by post
- You will be able to store a copy of it for your own future reference
- You will be assisting in reducing our carbon footprint by reducing the amount of paper, toner, envelopes and delivery fuel used, something that we are serious in our commitment to.

In order to receive your payslip in this way, for security reasons, you will need to provide us with a PERSONAL e-mail address, not a work one, plus a password, that you will be required to enter in order to open your emailed payslip. Do not disclose this to anyone,

To take advantage of this facility please complete the section below and send either

By post to:

Jean Lennon, Adept Recruitment, 25 Catherine Street, Covent Garden London WC2B 5JS

e-mail to: [jeanl@adept-recruitment.co.uk](mailto:jeanl@adept-recruitment.co.uk)

Fax to: 01707 656533

Your Name.....

Date of birth.....

National Insurance No:.....

Personal e-mail address.....

Chosen password.....

Signature..... Date:.....

By signing this form you understand and agree that you will no longer receive a paper payslip by post, and that Adept Recruitment will not take responsibility for e-mailed payslips opened by anybody other than yourself. It is also your responsibility to ensure that any e-mail address changes are notified immediately, we cannot take responsibility for payslips lost as a result of failure to notify such changes.

25 Catherine Street Covent Garden LONDON WC2B 5JS

t: 020 7240 2390 f: 020 7240 2389 e: [adept@adept-recruitment.co.uk](mailto:adept@adept-recruitment.co.uk) w: [www.adept-recruitment.co.uk](http://www.adept-recruitment.co.uk)