

# ASSIGNMENT REPORT

- Fully complete ALL sections of your report each day
- **Complete a separate report sheet for each different store or client**
- Overtime working must be previously authorised by BCB
- Please ask your Account or Departmental Manager to SIGN and PRINT THEIR NAME
- This report must be received by midday on Wednesday, to ensure payment on Friday



Bureau

Crown House  
143-147 Regent Street  
London W1B 4NR  
Tel: 020 7287 8060  
Fax: 020 7287 7118

\*In an emergency you may download an Assignment Report from [www.beauty-consultants-bureau.co.uk](http://www.beauty-consultants-bureau.co.uk)

FULL NAME \_\_\_\_\_ WEEK STARTING \_\_\_\_\_

DAY	DATE	CLIENT	STORE	TIME		TARGET	SALES £	MANAGER'S	
				START	END			SIGNATURE	NAME (Print)
SUN.									
MON.									
TUES.									
WED.									
THUR.									
FRI.									
SAT.									

Clients Comments \_\_\_\_\_

TOTAL SALES £ \_\_\_\_\_

Please write FIRMLY with a ball point pen and check that the details have transferred to ALL copies



Please return the coloured copies to BCB. Retain the WHITE copy for your records