

TIMESHEET
CERTIFICATE OF HOURS WORKED

FOR HGV Drivers Only



Drivers Name: _____

Week Commencing: _____

e-mail to: payroll@qsrecruitment.com

THE SUBMISSION OF THIS TIME SHEET IS STRICTLY BY CLOSE OF YOUR WORKING WEEK OR LAST SHIFT.

Quality Service Recruitment Work Completed

By signing this timesheet I/We confirm the total hours worked are correct and that the standard of work completed was satisfactory.
I/We agree that we have previously received a copy of, and accept the Terms and Conditions of Quality Service Recruitment Limited

Day	Date	Client Worked For	Class of Vehicle	Start Time	End Time	Total Hours	Breaks Taken	Payable Hours	P.O.A	Digital Tacho Y/N	Night out Y/N	Client Print Name	Client Sign
Sunday							45 min						
Monday							45 min						
Tuesday							45 min						
Wednesday							45 min						
Thursday							45 min						
Friday							45 min						
Saturday							45 min						
Totals	Please Complete all Totals												

Expenses Payable by the Client

Day	Date	Client Worked for	Description of expense, (Phone Calls, Tolls, Fuel)	Cost Chargeable	Client Sign

Other Work

Work completed for businesses other than Clients of QS Recruitment	Client Worked for	Total Hours	Breaks	P.O.A's	Total Hours Excluding Breaks

Drivers Declaration

I declare that I have accurately recorded my hours of work and have declared all work completed by any business other than Quality Service Recruitment Ltd

Drivers Signature: _____

When recording your start and finish times please round your hours to the nearest 1/4 of an hour