

# RECRUITMENT DRIVE LIMITED

# TIMESHEET / WTD SUMMARY



Timesheets can be put through our letterbox, faxed on 0208 993 8777 or emailed to [card@recruitment-drive.co.uk](mailto:card@recruitment-drive.co.uk)

**THIS MUST BE COMPLETED IN FULL AND SENT TO RECRUITMENT DRIVE BY 9am MONDAY FOR YOUR PREVIOUS WEEKS WORK TO ENSURE PAYMENT**

Client Name: \_\_\_\_\_

Report Address: \_\_\_\_\_

Report To: \_\_\_\_\_

Name of Temporary Worker: \_\_\_\_\_

Date Worked	Start Time	Finish Time	Total Breaks	Total POA's	Total Driving Hours	Job Description (Circle the Role Underlined)	Total Duty time
Mon. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Tue. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Wed. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Thurs. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Fri. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Sat. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Sun. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	

**FOR THE TEMPORARY WORKER:** Please fill this timesheet in as accurately as possible, using Tachographs where applicable, failure to do so may result in a breach of the Road Transport Directive, Working Time Regulations and/ or EC Driving Regulations. Your signature is also confirmation of the following declaration:

**"I declare that during the above period, I have undertaken no other employment that I have failed to notify Recruitment Drive Ltd about"**

**FOR THE CLIENT:** Please check this timesheet carefully as your signature is verification of the information above and our authority to invoice the Total Hours. Signing this time sheet is also acceptance of our Terms of Business.

Total Driving Hours	
Total Hours Worked	

Temporary Worker Signature: ..... Date: ..... Client Signature: ..... Date: .....

Registered Office: 8 Park Parade, Acton, London W3 9BD • Tel: 0208 993 7323 • Fax: 0208 993 8777 • Company Registration No: 5073956 • VAT No: 835347223

Temporary Worker Copy: Blue Sheet

Recruitment Drive Copy: Yellow Sheet

Client Copy: White Copy