



**Agency Drivers (UK) Ltd.**  
 Howard Buildings, Burpham Lane, Guildford GU4 7LX  
 Tel: 01483 30 20 30  
 E-mail: timesheets@agencydrivers.co.uk  
 Web: www.agencydrivers.co.uk

**DRIVERS TIME SHEET**  
  
 Recruitment &  
 Employment  
 Confederation

DRIVERS NAME:  WEEK COMMENCING MONDAY:

WORKING FOR COMPANY:  TYPE OF WORK:

	Time START	Time FINISH	BREAKS	Chargeable HOURS	Less PoA	Wkg Hours	CUSTOMER COMMENTS
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTAL CHARGEABLE HOURS:				<input type="text"/>			

**CLIENT**

I certify that the chargeable hours recorded above have been undertaken satisfactorily and that payment will be made in accordance with Agency Drivers terms of business which are accepted as the basis of this transaction

Signature  Print Name  Order No

- Timesheet must reach us by **10am** on the **Monday** following the week worked, by post or e-mail (**IF NO SIGNED TIMESHEET IS RECEIVED BY THIS TIME IT WILL RESULT IN LATE PAYMENT**)
- Check these hours carefully, errors cannot be rectified at a later date.
- Only hours worked are payable, not breaks.

**WORKER DECLARATION NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you**

1. I declare that I have accurately recorded my time on this timesheet

2. I declare that I have notified Agency Drivers on an additional timesheet of any other period of work that constitute working time as defined under the Road Transport (Working Time) Regulations 2005 undertaken during this week for other employers or employment businesses so that Agency Drivers can maintain an accurate record of my weekly working time

DRIVER Signature