

Drivers Timesheet - ESB/ Hi-Flyers Recruitment

Drivers Name:	Surname:	Mr/Mrs/Ms/Miss	2 nd Floor, Buckingham House, Glovers Court, Preston, PR1 3LS T: 01772 200020 F: 01772 200040 Email: Payroll@esbpeople.co.uk PLEASE REMEMBER: If your <u>signed</u> timesheet is not received by 12pm Monday, your pay will be delayed.
Drivers Address:	Week Ending Date:		
	Job Description:		
	Reported to: Transport		
	Normal Hours:		
Order Number (Office use only)			

To be completed by driver						To be completed by client		
Day	Company	Times (24 hr clock)		Unpaid Breaks	Nights out	Total Hours	Tacho Download	Please sign to confirm a download has been done or the hours are correct.
		Start	Finish					
Sun								Date:
Mon								Date:
Tues								Date:
Weds								Date:
Thurs								Date:
Fri								Date:
Sat								Date:
TOTAL								Date:
Additional charges	Phone expenses:	Other Expenses (please specify):						

CLIENT CONFIRMATION SECTION	DRIVER CONFIRMATION SECTION
<p>On signing this timesheet, I agree that:</p> <ol style="list-style-type: none"> 1) The hours shown on this timesheet have been worked. 2) Any expenses indicated will be paid and billed I confirm that I have received and accept the Terms of Business. 3) I understand that this timesheet will form part of an invoice, which will be paid on receipt. <p>Sign Print Name.....</p> <p>Date / /2018</p> <p>Please ensure a Tacho download has been done by the driver if your Co policy requires one at the end of the shift. By signing the above you confirm a digital Tachograph download has been done and the above are correct. The agency will not be held liable for any unpaid invoices at a later date if no download has been done yet a signature confirms a download has been done.</p>	<p>On signing this timesheet, I agree that:</p> <ol style="list-style-type: none"> 1) I declare all hours stated on timesheet are accurate. 2) If I have indicated any expenses, receipts will be available if requested. 3) I will declare any other hours I have worked for any other agencies during this week. 4) My pay will be delayed if I have not downloaded a tacho at the end my shift if this is a requirement. 5) I will be responsible for any costs payable which are not covered by the insurance co (E.G. Excess, Damages, shot loads or if the ABS leads break) <p>Sign Date.....</p>