

CLIENT NAME		ORDER NUMBER		
		REPORT TO		
		PLAN		COTB No
		TEMPS NAME		
		TEMPS NUMBER		
TEL NUMBER		CATEGORY OF WORK		

PLEASE COMPLETE THIS TIMESHEET CAREFULLY. THIS DOCUMENT IS USED TO CALCULATE WORKERS PAY AND YOUR INVOICE. ENTER ALL START AND FINISH TIMES AND BREAK TIME TO BE DEDUCTED. PLEASE NOTE THAT ANY BREAK TIME NOT ENTERED WILL BE INVOICED IN LINE WITH THE TERMS OF BUSINESS

WEEK COMMENCING DATE		WEEK NUMBER	
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Working Time Hours Not Through The Best Connection	PoA = Period of Availability, WT – Working Time Hours							Pay and Charge Hours		
	This Week		Start	Finish	Breaks	Hours	WT	PoA	Normal	O/T
		Monday								
		Tuesday								
		Wednesday								
		Thursday								
		Friday								
		Saturday								
	Sunday									

Client's Declaration

These hours have been worked by the worker named above, and I am authorised to sign agreement to these hours. I declare that no reimbursement of expenses has been made to the above worker.

I understand that The Best Connection will invoice for these hours in line with their Terms of Business, which I have received.

Signed: _____

Print name: _____

Driver's Declaration:

1. I declare that the Periods of Availability (PoA) and Working Time (WT) Hours are correct.
2. I confirm that I have entered the Working Time Hours for this week for paid work not done through The Best Connection.
3. I confirm that I will notify The Best Connection if I undertake paid work other than through The Best Connection.

Signed _____ Print name _____

TBC USE ONLY

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135	Single Timesheet – Drivers	Jerome Francis	Russell Grantham	6.0	Commercially Sensitive	25/01/2024	Darren Pollard