

# DRIVERS TIMESHEET

## Form

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 This Week	PoA = Period of Availability, WT – Working Time Hours							Pay and Charge Hours	
		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:**

- I declare that the Periods of Availability (PoA) and Working Time (WT) Hours are correct.
- I confirm that I have entered the Working Time Hours for this week for paid work not done through The Best Connection.
- 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**

H	P	C

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