



TIMESHEET / WTD SUMMARY

Timesheets can be put through our letterbox, faxed on 0208 434 3425 or emailed to timesheets@rdrecruitment.agency

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

Client Name: _____ Report Address: _____

Report To: _____ Name of Temporary Worker: _____

Table with 8 columns: Date Worked, Start Time, Finish Time, Total Breaks, Total POA's, Total Driving Hours, Job Description (Circle the Role Undertaken), Total Duty time. Rows for Mon-Sun with job descriptions like 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:

Summary table with 2 columns: Label (Total Driving hours, Total hours worked) and Value.

"I declare that during the above period, I have undertaken no other employment that I have failed to notify RD Recruitment Limited 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.

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