



RD RECRUITMENT LIMITED

TIMESHEET / WTD SUMMARY



Timesheets can be put through our letterbox, faxed on **0208 575 5796** 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: _____

Date Worked	Start Time	Finish Time	Total Breaks	Total POA's	Total Driving Hours	Job Description (Circle the Role Undertaken)	Total Duty time
Mon. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Tue. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Wed. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Thurs. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Fri. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Sat. / /						HGV1 HGV2 7.5T 3.5T DM FP FL WH	
Sun. / /						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:

Total Driving hours	
Total hours worked	

"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:.....

Office: 1-4 Wigginton House • Rockware Avenue • Greenford • Middlesex • UB6 0AA • **Tel:** 0208 575 5796 • **Fax:** 0208 575 5796 • **Company Registration No:** 09817042