



**Weekly Timesheet**

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 Industrial Estate, Loughton, Essex. IG10 3TZ  
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 Payroll Queries: payroll@streamlineservices.co.uk  
 Web: www.streamlineservices.co.uk

Name of Driver: \_\_\_\_\_

Class of Vehicle: \_\_\_\_\_

Week Ending Date: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

**INSTRUCTION TO DRIVER: This timesheet must be completed in line with the guide notes and one of the declarations below must be signed to confirm your hours**

Day / Date Worked	Start Time	Period of Availability	Break / Rest	Finish Time	Total Hours
Sun					
Mon					
Tue					
Wed					
Thurs					
Fri					
Sat					
				<b>Total Hours</b>	

Expenses - Please List:

Nights Out:	Nights Out	£ _____	Total Cost
Parking:	Attach any receipts or paperwork here	£ _____	Total Cost
Ad-Blue / Fuel:		£ _____	Total Cost
Other:		£ _____	Total Cost

**Total Claimed: £ \_\_\_\_\_**

**WORKERS DECLARATION:** NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

- I declare that I have accurately recorded my time in this timesheet
- I declare that I have not been engaging in any other work other than Streamline Services Consultancy Ltd during this week
- I will notify the employment business immediately of any other periods of work that constitutes Working Time as defined under the Working Time Road Transport Regulations under taken during this week for other employers or employment businesses so that Streamline Services Consultancy Ltd. can maintain an accurate record of my weekly Working Time.

SIGN: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**WORKERS DECLARATION:** NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

- I declare I have accurately recorded my time in this timesheet.
- I declare I have been engaged in work in addition to work for Streamline Services Consultancy Ltd. set out in this timesheet this week which constitutes Working Time as defined under Working Time Road Transport Regulations, accordingly I have set out this additional time in further timesheets so that Streamline Services Consultancy Ltd can maintain an accurate record of my weekly Working Time.

SIGN: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CLIENT DECLARATION:**

I certify the above total number of shift hours have been undertaken and that payment will be made in respect of total shift hours according to the terms of business which I have received and have accepted as the basis of this transaction. By Signing our Timesheet you are agreeing to Streamline Services Consultancy Limited Terms of Business.

SIGN: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_