



Driven
Recruitment Ltd
Driving • Construction • Industrial



CONSTRUCTION TIMESHEET

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timesheets@drivenconstruction.co.uk

Text/WhatsApp picture of your signed timesheet to: 07885 912226

PLEASE TRY TO AVOID POSTING AS THIS MAY DELAY YOUR PAYMENT

www.drivenrecruitment.com

Weekending: Date _____ Month _____ 20_____

Company Name	
Site Name/Address	

Name		Trade	
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Day	Start Time	Finish Time	Breaks	Mileage	Total Hours minus Breaks
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Additional			Total Hours & Mileage		

Comments:

<u>PRINT - Client Name:</u>	<u>Position Held:</u>
<u>SIGN - Client Signature:</u>	<u>Date:</u>
Purchase Order Number	

THE SIGNATURE AUTHORISING THIS TIME SHEET IS TAKEN AS ACCEPTANCE OF HOURS WORKED AND THE WORK HAS BEEN CARRIED OUT IN A SATISFACTORY MANNER. ALL REST/BREAK PERIODS HAVE BEEN DEDUCTED WHERE NECESSARY TO INVOICE FOR THESE HOURS.

THE TEMPORARY WORKER WILL ONLY BE PAID ON THE BASIS OF SIGNED TIME SHEET.

THE OPERATIVE AGREES TO ACCEPT WORK ON THIS CONTRACT AT AN HOURLY PAID RATE FOR A PERIOD REQUIRED BY THE CONTRACTOR ON A TEMPORARY BASIS.

TOP COPY FOR CLIENT RETENTION, BOTTOM COPY FOR DRIVEN RECRUITMENT LTD. OFFICE

ALL TIMESHEETS MUST BE RETURNED BY NO LATER THAN 5pm MONDAY FOLLOWING THE WEEK WORKED. (IN ORDER TO BE PAID WITHIN THAT WEEK).