

**TIMESHEET**

**PLEASE ENSURE ALL TIMESHEETS ARE RETURNED NO LATER THAN 5PM MONDAY FOLLOWING THE WEEK WORKED**

Please return all timesheets to [**info@planetrecruitment.co.uk**](mailto:info@planetrecruitment.co.uk)

|  |  |
| --- | --- |
| **COMPANY NAME** |  |
| **Contact Name** |  |
| **Company Address** |  |
| **P/O Number** |  |

|  |  |
| --- | --- |
| **Candidate name** |  |
| **Week Commencing** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Start Time | Finish Time | Breaks | Paid Hours | Paid Overtime hours |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |
| Saturday |  |  |  |  |  |
| Sunday |  |  |  |  |  |
| Please state hours as decimals e.g. ½ hour is 0.5 | | | TOTAL HOURS TO BE PAID |  |  |

**Client Declaration; (For completion by an authorised signatory)**

I confirm that by signing this timesheet the hours worked are correct, I agree and accept that this assignment and any future assignments are carried out under Planet Recruitments Services Limited’s Terms of Business, which I have read, understood and agree to.

|  |  |
| --- | --- |
| **Client Signature** |  |
| **Print name** |  |
| **Date** |  |

EU Drivers hours declaration

I declare that the hours I have worked this week comply with the Working Time Regulations (RT) and I have taken sufficient daily and weekly rest to comply with EU Drivers hours rules (EC) 561/2006. I have also taken into account any other work for other road transport companies.

|  |  |  |
| --- | --- | --- |
| Signed; | Print; | Date; |