WEEKLY TIME SHEETS

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IMPORTANT INSTRUCTIONS LISTED BELOW

PLEASE ENSURE THAT YOU COMPLETE ALL SECTIONS OF THIS TIME SHEET
WE MUST RECEIVE IT AT THE ADDRESS ABOVE NO LATER THAN NOON ON MONDAY TO ENABLE PAYMENT TO BE MADE ON FRIDAY OF THAT WEEK
FAILURE TO COMPLETE AND RETURN ON TIME MAY RESULT IN DELAY IN PAYMENT
WE MUST HAVE ORIGINAL RECEIPTS FOR ANY PRIOR AGREED EXPENSES. EXPENSES CAN ONLY BE MADE ON THAT CURRENT WEEK AND ARE NOT BACKDATED

TACHOGRAPHS MUST BE DOWNLOADED DAILY WITH CUSTOMERS

FROM
NAME _____ **ADDRESS** _____

TEL _____ **WEEK COMMENCING** _____

									DRIVERS ONLY TO COMPLETE		
DAY	**DATE**	**CLIENT**	**START**	**WTD**	**POA**	**REST**	**FINISH**	**HOURS CLAIMED**	**TACHO GRAPHS**	**EXPENCES**	**CLIENT SIGNATURE**
									RETURNED YES / NO		
SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT											
TOTAL											