WEEKLY TIME SHEETS

PETROCHEMICAL SUPPORT SERVICES **email: debbie.petrochemical@btconnect.com**

UNIT 4, GATE FARM, HIGH STREET, SUTTON BENGER, WILTSHIRE, SN15 4RE

TEL: 01249 721287 FAX 01249 721489

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 9AM EACH MONDAY TO ENABLE PAYMENT TO BE MADE THAT WEEK
FAILURE TO COMPLETE AND RETURN ON TIME WILL 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

PLEASE MAKE SURE YOU DOWNLOAD YOUR TACHO EACH DAY, IF NOT YOU MUST DO THIS BEFORE END OF THE WEEK OR BEFORE YOUR REST DAYS
IF YOU ARE DOING NON TACHO DUTY OR ON STANDBY AND NOT USED PLEASE INDICATE THIS ON TIMESHEET IN COMMENT BOX

Driver Name _____

week Commencing _____

DAY	DATE	CLIENT	START	WTD	POA	REST	FINISH	HOURS CLAIMED	COMMENT
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
Sun									
TOTAL									