

# STREAMLINE SERVICES Consultancy Ltd

# WEEKLY TIMESHEET

Name of Driver: .....

Class of Vehicle: .....

Week Ending Date: .....

Name of Customer: .....

**Aerzen House**  
**Langston Road**  
**Loughton**  
**Essex IG10 3SL**

**Tel: 020 8508 6100**  
**Fax: 020 8508 6390**  
**Fax: 020 8508 4309**

**Payroll Queries:-** payroll@streamlineservices.co.uk  
**Web:** www.streamlineservices.co.uk

**Instruction to drivers: 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	Finish Time	Day	Working Time	Periods of Availability	Total Shift Time	Breaks / Rest	Holiday / Sick Days	Expenses £	Vehicle Registration
Sun			Sun							
Mon			Mon							
Tues			Tues							
Wed			Wed							
Thur			Thur							
Fri			Fri							
Sat			Sat							
				WT	POA	WT+POA	Breaks			
				=	=	=	=	=	=	
<b>Total Pay Hours =</b> <b>(Shift Total - Breaks)</b>										

**Instruction to drivers: This night working chart must be completed for those undertaking nightwork**

TIME DAY	0	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
S																								
M																								
T																								
W																								
T																								
F																								
S																								

**WORKER DECLARATION 1: NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you**

1. I declare I have accurately recorded my time in this timesheet.  
2. I declare I have not been engaging in any other work other than Streamline Services Consultancy Ltd during this week.  
3. 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 undertaken 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.

SIGNATURE ..... NAME ..... DATE .....

**WORKER DECLARATION 1: NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you**

1. I declare I have accurately recorded my time in this timesheet.  
2. 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.

SIGNATURE ..... 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

SIGNATURE ..... NAME ..... DATE .....