

Huntsman Recruitment Weekly Timesheet

Candidate Note: Please ensure that you complete the timesheet clearly and in block capitals. Please also ensure that you return the completed timesheet by 10.00am Monday morning via; post/fax or email. Failure to do so may result in delayed payment.	Candidate's Name:
	Company:
	Signature:

Day	Date	Company	Category of Work	Start Time	Finish Time	Breaks	Standard Hours (per day)	POA (Drivers only)	Overtime Hours (per day)	Total Hours
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										

Total Standard Hours:

Total Overtime Hours:

Note to Drivers:
 Please ensure that you download your digital tachograph card at your place of work and return all analogue tachographs directly to the company within the legal requirements.

Client Information:
 I hereby confirm that the worker named in the timesheet has worked the hours satisfactory and I am authorised by the company to ensure Huntsman Recruitment Limited's invoice will be paid on time in the agreed payment terms. Please refer to our terms of business for additional information.
 Invoices cannot be withheld due to non return of a driver's tachograph data.

Client's Authorised Signatory:	Please Print Name:
Position:	Date:

Holiday Notification				
I will be away from work (dates)				Total Days Absent
From			To	
Authorised by manager's signature				