

# WEEKLY TIMESHEET

**Must be returned to Payroll  
by 10:00am Monday Morning**

**Important - GET IT SIGNED**

Your Name: \_\_\_\_\_

Day	Date	Client Name	Work Type	Start <small>To nearest ¼ hr use 24 hr clock</small>	Finish <small>To nearest ¼ hr use 24 hr clock</small>	PoA & Breaks	Notes	Client Signature & Print	Office Use
<b>Mon</b>				:	:			Signature ----- Print	
<b>Tue</b>				:	:			Signature ----- Print	
<b>Wed</b>				:	:			Signature ----- Print	
<b>Thu</b>				:	:			Signature ----- Print	
<b>Fri</b>				:	:			Signature ----- Print	
<b>Sat</b>				:	:			Signature ----- Print	
<b>Sun</b>				:	:			Signature ----- Print	

**Timesheets MUST be Signed by client to authorise payment.  
Unsigned timesheets could result in payment delays.**

**Please email a copy of the signed timesheet to**

**[payroll@drivetekrec.co.uk](mailto:payroll@drivetekrec.co.uk)**

**Late Timesheets May Delay Payments**