|  |  |
| --- | --- |
| Name:  Branch:  Week Ending: | Client Name:  Client Position:  Client Signature: |

**The Hirer:**

**I understand that we the Hirer will be invoiced for the below hours in accordance with the current terms & conditions to which we have read and accepted, additionally I confirm that the work was performed satisfactorily and in accordance with the prevailing rules and conditions.**

**PLEASE USE 24 HOUR CLOCK HOURS WORKED– OFFICE USE ONLY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Work**  **Type** | **Start**  **Time** | **Finish**  **Time** | **Break** | **Paid**  **Hours** | **Night**  **Out** | **POA**  **Hours** | **WTD**  **Hours** | **Day** | **O/Time** | **Night** | **Sat** | **Sun** | **B/Hol** |
| **Sun** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Mon** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tue** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Wed** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Thurs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fri** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sat** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Worker Declaration**

In the following boxes please put start and finish times for any other work done **NOT** through SRG Recruitment Ltd:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** | **Sat** |
| Start: | Start: | Start: | Start: | Start: | Start: | Start : |
| Finish: | Finish: | Finish: | Finish: | Finish: | Finish: | Finish: |

I declare the hours stated are correct and have reported to both SRG Recruitment Ltd and its client any problems such as Accidents, Injuries and Health & Safety dangers. I am aware that failure to return Tacho’s within 35 days could lead to delay of payments.

**Worker Name: Worker Signature:**

**\*SIGNED TIMESHEES MUST BE IN NO LATER THAN 9AM THE FOLLOWING MONDAY – NO SIGNED TIMESHEET MAY RESULT IN DELAYED PAY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Charge Hrs** | **Charge Rate** | **Total Charge** | **Pay Hrs** | **Pay Rate** | **Total Pay** |
| **Day Rate** |  |  |  |  |  |  |
| **O/Time Rate** |  |  |  |  |  |  |
| **Night Rate** |  |  |  |  |  |  |
| **O/Time Rate** |  |  |  |  |  |  |
| **Sat Rate** |  |  |  |  |  |  |
| **Sun Rate** |  |  |  |  |  |  |
| **B/Hol Rate** |  |  |  |  |  |  |
| **Ex Tax** |  |  |  |  |  |  |
| **Ex No Tax** |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

**NOTES:**