



# GK Drivers Ltd

The Agency with the Experience to Deliver

TIME SHEET NO: \_\_\_\_\_

Purchase Order No: \_\_\_\_\_

See over for Conditions of Business.

|   |   |
|---|---|
| Name: _____<br>Payroll No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>Week Ending (Sat): <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> | Customer Name: _____<br>Customer No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>Customer Signature: _____ |
|---|---|

| DAY | Work type | Start time | Finish time | Nights out ✓ | Working Time Directive (DRIVERS ONLY) |     | TACHO DETAILS ✓ |         |          |            | HOURS WORKED |     |     |     |     |  |
|-----|-----------|------------|-------------|--------------|---------------------------------------|-----|-----------------|---------|----------|------------|--------------|-----|-----|-----|-----|--|
|     |           |            |             |              | Total Hours                           | POA | ANALOGUE        | DIGITAL | DOWNLOAD | NO DRIVING | STD          | OVT | DBL | NGT | NOV |  |
| Sun |           |            |             |              |                                       |     |                 |         |          |            |              |     |     |     |     |  |
| Mon |           |            |             |              |                                       |     |                 |         |          |            |              |     |     |     |     |  |
| Tue |           |            |             |              |                                       |     |                 |         |          |            |              |     |     |     |     |  |
| Wed |           |            |             |              |                                       |     |                 |         |          |            |              |     |     |     |     |  |
| Thu |           |            |             |              |                                       |     |                 |         |          |            |              |     |     |     |     |  |
| Fri |           |            |             |              |                                       |     |                 |         |          |            |              |     |     |     |     |  |
| Sat |           |            |             |              |                                       |     |                 |         |          |            |              |     |     |     |     |  |

|                      | CHARGE | PAY |
|----------------------|--------|-----|
| Rates                |        |     |
| Standard             |        |     |
| Overtime             |        |     |
| Double               |        |     |
| Night Rate           |        |     |
| Night Rate O/T       |        |     |
| Expenses Taxable     |        |     |
| Expenses Non Taxable |        |     |
| <b>TOTALS</b>        |        |     |

|  |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>T<br/>O<br/>T<br/>A<br/>L<br/>S</b> | <b>C</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | <b>P</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Please enter any relevant notes you may have regarding this job.

| HOLIDAY PAY ACCRUAL         |   |   |   |   |  |
|-----------------------------|---|---|---|---|--|
| Qualifying Days (Maximum 5) |   |   |   |   |  |
| 1                           | 2 | 3 | 4 | 5 |  |
|                             |   |   |   |   |  |

|          |        |        |        |       |          |               |           |         |
|----------|--------|--------|--------|-------|----------|---------------|-----------|---------|
| WORKTYPE | A=HGV1 | B=HGV2 | C=7.5T | D=VAN | E=F/LIFT | F=MATE/LABOUR | G=W/HOUSE | H=OTHER |
|----------|--------|--------|--------|-------|----------|---------------|-----------|---------|

**PLEASE NOTE:**  
**TO AVOID DELAYING PAYMENT OF YOUR WAGES TIMESHEET/S MUST ARRIVE AT OUR OFFICE NO LATER THAN MONDAY 9AM**

**Tel: 02380 777766 – Fax: 02380 777771 – Email: info@gkdrivers.com**