



TIMESHEET

The Mercury Recruitment Network Ltd
 Suite 109, Viglen House Business Centre,
 Alperton Lane, Wembley HA0 1HD
 Office Tel: - 0208 578 2179 Fax: - 0203 602 6401
 Email: greenford@mercury-network.co.uk
 Web: www.mercury-network.co.uk



NAME: BRANCH:

ALL TIMESHEETS MUST BE SUBMITTED BY MONDAY 8.00AM
 FAILURE TO COMPLY WITH THIS NOTICE WILL RESULT IN A DELAY TO YOUR PAYMENT

MERCURY TIMESHEET **DRIVING** **INDUSTRIAL** **OTHER (Please Tick)**

	CLIENT	START	DRIVING	OTHER DUTIES	P.O.A	BREAK	FINISH	NET HOURS	EXPENSES	DIGITAL TACHO ✓	CLIENT SIGNATURE
SUN Date											
MON Date											
TUES Date											
WED Date											
THURS Date											
FRI Date											
SAT Date											

Please complete the below timesheet if engaged in any work other than for The Mercury Recruitment Network Ltd.

	CLIENT	START	DRIVING	OTHER DUTIES	P.O.A	BREAK	FINISH	NET HOURS
SUN Date								
MON Date								
TUES Date								
WED Date								
THURS Date								
FRI Date								
SAT Date								

TO ENSURE COMPLIANCE OF ACCURATE RECORD KEEPING ALL DRIVERS ARE REQUIRED TO OBTAIN A PHOTOCOPY OF THEIR TACHOGRAPH FROM EACH CLIENT ON A DAILY BASIS. THESE SHOULD BE SUBMITTED ALONG WITH THE COMPLETED TIMESHEET AT THE END OF EACH WEEK.

DRIVERS ARE REMINDED THEY MUST RETURN ALL TACHOGRAPHS WITHIN THE LEGAL TIME LIMIT TO THE MERCURY RECRUITMENT NETWORK OFFICE

PLEASE SIGN THE DECLARATION WHICH APPLIES TO YOU FOR THIS WEEK:

WORKER DECLARATION 1: Sign this declaration if you have only worked for The Mercury Recruitment Network Ltd during this week.

- I declare I have accurately recorded my time herewith.
- I declare I have not been engaged in any work other than for The Mercury Recruitment Network Ltd during this week.
- 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 The Mercury Recruitment Network Ltd can manage an accurate record of my weekly Working Time.

SIGNATURE: PRINT NAME: DATE:

WORKER DECLARATION 2: Sign this declaration if you have worked for any other company during this week.

- I declare I have accurately recorded my time herewith.
- I declare I have been engaged in work in addition to work for Mercury Recruitment Network Ltd this week which constitutes Working Time as defined under the Working Time Road Transport Regulations, accordingly I have set out this additional time above so that The Mercury Recruitment Network Ltd can maintain an accurate record of my weekly Working Time.

SIGNATURE: PRINT NAME: DATE:

NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

