

TAG PERSONNEL TIMESHEET

Recruitment specialists within the: Logistics, Warehousing, Engineering & Commercial Recruitment Industries.

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Timesheets are YOUR responsibility. They MUST be returned ASAP

Office use:

Company Name:

Workers Name:

Address:

Staff Number:

Type of Work:

Week-ending Date:

Attention of:

Order Number:

Ordered by:

Expenses:

Details

| |
|---------------------|
| Nights Out |
| Toll Charges |
| Other |

Dear Candidate, Please ensure that the timesheet is completed and that the client signs the ORIGINAL and retains A COPY.

Make sure you retain a copy for yourself.

Other hours Worked

W/T Hrs = Working Time Hours, POA = Period of Availability

Office use - NET Hrs

| Last week | This week | Day | Start time | Finish time | Digi/Chart | Destination | Hours | Breaks | POA | W/T Hrs | Normal | O/T |
|---------------|-----------|------|------------|-------------|------------|-------------|-------|--------|-----|---------|--------|-----|
| | | MON | | | | | | | | | | |
| | | TUES | | | | | | | | | | |
| | | WED | | | | | | | | | | |
| | | THUR | | | | | | | | | | |
| | | FRI | | | | | | | | | | |
| | | SAT | | | | | | | | | | |
| | | SUN | | | | | | | | | | |
| Totals | | | | | | | | | | | | |

CLIENT DECLARATION:

I / We confirm that the hours given are correct. The standard of work was satisfactory and we accept a charge for these hours. I / We agree to pay Easypay Services Plc in respect of the hours given within the payment terms agreed by both parties. I / We confirm that TAG Personnel Ltd terms are the sole terms of this contract.

Signature:

Position:

Date:

DRIVERS / CANDIDATES DECLARATION:

- I confirm that I have entered the W/T Hrs & POA for PAID work NOT done through TAG for this week and last week and this is the only non TAG Driving / Industrial work I have done.
- I declare that the W/T & POA Hrs are correct for all work done.
- I confirm that I will notify TAG if I undertake any paid work other than that through TAG.
- I agree to be bound by TAG Personnel's Terms of Engagement.
- I confirm I downloaded my Digi Card. Date _____ (Driver's Only)

| Hours | Wages | Charge |
|-------|-------|--------|
| | | |
| | | |
| | | |
| | | |

Signature of Candidate:

Print Name: