



Pure Staff must receive your timesheet (signed by the client) no later than **11:00am** each **Monday** (including bank holidays). Your timesheet is **your** responsibility. Late timesheets will result in your pay being late. An unsigned timesheet does not guarantee payment (this will be subject to the client's confirmation).

Pure Staff Timesheet

Driver's Name:

Company Name:

Week Ending Date:

Day/Date	*Night Out	Start Time	Finish Time	Hours	Break	Paid Hours
*Indicate with X if Night Out allowance applies				Total:		

PoA Hours

Hours Worked Elsewhere
If you have worked anywhere other than Pure Staff this week, please confirm hours worked/driven below:
Total:

Authorised Expenses	
Expenses can only be paid if they have been agreed by the client prior to incurring them and must be accompanied with a relevant receipt!	
Type/Detail of Expense:	Claim (£)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

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 Pure Staff Ltd in respect of the hours given within the payment terms agreed by both parties. I/We confirm that Pure Staff Ltd terms and conditions that I/We have read and have agreed to are the sole terms of this contract.

Client Print Name:

Position:

Client Signature:

Date:

Drivers Declaration

I declare that the hours I have worked this week comply with the Working Time Regulations (RTWT) and that I have taken sufficient daily and weekly rest to comply with EU Drivers Hours regulation 561/2006/EEC.

Driver Print Name:

Driver Signature:

Pure Staff Head Office Notes

