

Eclipse Recruitment Driving Solutions
 Foxhall Lodge
 Foxhall Rd,
 Nottingham.
 NG7 6LH
 Tel: 0115 855 0530
 Text: 07540 800228
 E: timesheets@eclipse-recruitment.com

CERTIFICATE OF HOURS WORKED



Drivers Name: _____

Company Name: _____

Eclipse Recruitment Work

By signing this timesheet I/We confirm that the total hours worked are correct and that the standard of work was satisfactory. I/We agree that we have previously received a copy of, and accept Eclipse Recruitments Terms and Conditions of Business.

Day	Date	Vehicle Registration	Class of Vehicle Driven	Start Time	End Time	Total Hours	Breaks Taken	P.O.A's	Nightout Y / N	Payable Hours	Job Number	Customer Print Name	Customer Signature
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
TOTAL	Please Complete all Totals												

Please round hours (up or down) to the nearest 15 minutes

45 minutes break will be deducted from hours worked. Please reflect this in your payable hours

Expenses

Day	Date	Type of Expense	Cost	Customer's Signature

Other Work and Declaration

Total Weekly Hours Worked (for all companies including Eclipse)	Total Hours Worked for Eclipse minus breaks and POA	Total Hours Worked elsewhere minus breaks and POA	Total Work Not Including Breaks & POA

Drivers Declaration

I declare I have accurately recorded my time in this timesheet and declared any other work undertaken this week.

DEADLINE FOR SUBMISSION 9am MONDAY

Drivers Declaration _____