

## Weekly Work Record Mon – Sun

**ALL TIMESHEETS NEED TO BE SENT TO D & A RECRUITMENT BY 12PM ON A MONDAY**

**Workers Name:** \_\_\_\_\_ **Weekending Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

Date	Client	Time in	Time out	Breaks	Total Hours	POA	Client Initial	Expenses (£)
Mon: _____								
Tues: _____								
Wed: _____								
Thurs: _____								
Fri: _____								
Sat: _____								
Sun: _____								
<b>Totals:</b>								

**Client Name** \_\_\_\_\_

**Client Signature** \_\_\_\_\_

**Client Position** \_\_\_\_\_

By signing this timesheet I confirm that I am authorised to sign timesheet and I acknowledge D & A recruitment terms of business Available on [www.da-rec.co.uk](http://www.da-rec.co.uk)

**Date** \_\_\_\_\_

**IMPORTANT INFO:** Please ensure timesheets are signed and received by 12pm Monday otherwise payment will not be processed until the following week.

Please Complete A OR B

<p><u>Declaration A</u> In Order to comply with the provisions for the road transport regulations, I can confirm that I'm not currently engaged in work with commitments with anyone other company than D &amp; A recruitment Ltd. I agree that I may work for more than an average of 48 hours a week. If I change my mind, I will give my employer 3 months notice in writing to end this agreement.</p> <p>Sign: _____</p> <p>Date: _____</p>
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<p><u>Declaration B</u> In Order to comply with the provisions for the road transport regulations I can confirm I have completed the following work commitments this week for companies other than D &amp; A recruitment Ltd</p> <p>Name of Employer _____</p> <p>Number of Hours _____</p> <p>Sign: _____</p> <p>Date: _____</p>
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Refer a friend to work with us and receive a referral bonus of up to **£100**  
(ask them to call with quoting ref100 and your name, Must work for min 6 weeks)