



HEADS
RECRUITMENT

SUPPLY CHAIN SPECIALIST

431E: logistics.bookings@heads-uk.com
A: Unit 2, Eastgate, Elland, Halifax HX5 9DQ
T: 0845 872 2829
F: 0870 400 7726



HQP 11
Page 7
Issue B

Name:		Drivers Signature:	
Client:			

FOR OFFICE USE ONLY	
Candidate ID:	
Client ID:	
Contract ID:	
Division:	

HEADS LOGISTICS TIMESHEET

Previous Week Hours Worked		Day	Date	Start Time	Category Of Work	Finish Time	Breaks	Total Hours	Total Hours (Less Break)	Nights Out	STD Hours	O/T 1	O/T 2	O/T 3
Mon		IF NOT WORKING FOR HEADS LOGISTICS PLEASE RECORD LAST WEEKS WORKING HOURS	Mon											
Tue			Tue											
Wed			Wed											
Thur			Thur											
Fri			Fri											
Sat			Sat											
Sun			Sun											
Clients Authorised Signatory							Weekly Total			(Count)				

FOR OFFICE
USE ONLY

FOR OFFICE
USE ONLY

"I confirm that the named temporary worker has worked the hours stated satisfactorily and that your invoice will be paid to the agreed payment terms. We understand that should we engage the temporary worker or introduce them to any third party then a placement fee may be due to Heads Recruitment Ltd. Furthermore we understand that payment of invoice cannot be withheld due to non return of tachograph data"

EXPENSES	
FUEL	£
PARKIN G	£
OTHER	£
TOTAL:	£

"I certify that the journeys covered below and or/by the attached claims were:
(1) Authorised & (2) Essential to the satisfactory discharge of official business and to the best of my knowledge undertaken. The period of absence for which subsistence and other allowances are claimed was necessary to the proper performance of official business and I see no objection to this claim"

**TIME SHEET MUST BE SIGNED BY AN AUTHORISED SIGNATORY & RETURNED TO US NO LATER THAN MONDAY A.M.
FAILURE TO INCLUDE A VALID VAT RECEIPT IN RELATION TO THE AMOUNT LISTED WILL RESULT IN THE EXPENSES BEING SUBJECT TO TAX AND NI.**