



EXPENSES WILL NOT BE PAID WITHOUT SUPPORTING RECEIPTS

NAME: _____

SIGNATURE _____

Week Ending: _____

Office use: _____

M-F Hours	@	£
Wknd Hours	@	£
Total		£
Expenses		£

Brunel Road,
South Holland Ind Est,
Spalding,
Lines,
PE11 3YY
PHONE : 01775 769458
OUT OF HOURS NUMBER : 07771 521 280
FAX No : 01775 761 592
charlie@jklhaulage.co.uk

Expenses	Amount
Tolls/Parking	
Nightout	
Misc	
Telephone	

Day/Date	START FROM	DESTINATION & FINISH AT	Start Time / Mileage	Start	Finish Time / Mileage	Basic Hours	Breaks taken	VEHICLE REG / TRAILER NUMBER	JOB NUMBER	DIGI / ANALOGUE
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

All timesheets are to be handed/posted/faxed/mailed to J.K.L Office no later than 09:00am on the following Monday to ensure Friday payment.

CLIENT STATEMENT BELOW TO BE OBSERVED

I verify that the hours shown above have been worked. I have received and agreed terms and conditions of business from J.K.L Haulage
I CONFIRM THAT BY PRESENTING THIS SIGNED TIMESHEET FOR PAYMENT I HAVE WORKED IN ACCORDANCE WITH ALL EC DRIVING DIRECTIVES