



Email: payroll@1800drivers.com.au

PH: 1800DRIVERS

FAX: 1300 FAXXXX

PH: 13WORK

Kilometres paid are based on distance schedules not odometer readings.  
Overnight is paid if main 10 hour break cannot be taken at home.

Depart Date	Arrive Date	Grade/ truck Size	Travel From / To	Total KMs	O/Night Allowance	No. of Paid Deliveries	Manifest Number
Day: Date: / /	Day: Date: / /				Yes / No		
Day: Date: / /	Day: Date: / /				Yes / No		
Day: Date: / /	Day: Date: / /				Yes / No		
Day: Date: / /	Day: Date: / /				Yes / No		
Day: Date: / /	Day: Date: / /				Yes / No		
Day: Date: / /	Day: Date: / /				Yes / No		
Day: Date: / /	Day: Date: / /				Yes / No		
<b>They are big boxes Write BIG and legible times</b>				<b>TOTALS</b>			
Please help us be accurate: Circle AM / PM Cross out each day not worked - Mark pay grade / class Date each day to avoid double payment Check km to be paid, paid deliveries, overnights				Timesheets will not be processed without dates beside each day. Unsigned and undated timesheets will delay your pay until <b>YOU</b> fix it. Your pay cannot be processed without Employer Copy of log book. Client must sign and then <b>YOU</b> fax it to us by 10am Monday Pays are in bank Thursday morning if above is adhered to.			
<b>Client Signature:</b>  <b>Order Number:</b> Signed in conjunction with Driver Recruitment Terms of Business. All times are accurate and payment is authorised				<b>Employee Signature:</b>			
<b>Client Print Name:</b>  <b>Company Name:</b>				<b>Employee Print Name:</b>  <b>Company Worked at:</b>			
<b>Date:</b> /     /				<b>Date:</b> /     /			
<b>Contact Number:</b>							

Timesheet can be downloaded [www.drivers.com.au](http://www.drivers.com.au)

Your pay cannot be processed without Employer copy of log book attached.

Please note that all timesheets must be sent by Monday lunch time to ensure your pay will not get delayed . Thanks.