



Driver:

Date:

| Date | Trip Number | Start Time | End Time | Total Hours | HCR/Route Number | Start Odometer Reading | End Odometer Reading |
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ALL TIMESHEETS are to be emailed or faxed to
(humanresources@enidanenterprises.com / (240) 718-1727) by the COB on
the 15th or the last day of the month. Failure to comply may result in a delay of
pay until the next paycycle.

EXTRA & LATE Trip Slips MUST BE physically mailed to headquarters and
the envelope MUST BE post-dated by the 15th of every month for processing.
Mailing Address: 9123 Old Annapolis Road, Suite 311, Columbia, MD. 21045

ALL LATE Slips are REQUIRED to be post date and in the mail, **NO LATER
than 60 days** of the issue date of the slip.

Once headquarters receives the Late Slips & Extra trip slips, the payment of
those trips and slips are paid out on the 1st paycheck of every month.

Contract Subtotal:

Ryder/Other total:

Holiday/Vacation:

Extras Subtotal:
(if applicable)

Total Hours: