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Dear Driver,

Please be aware that it is 365 company policy that no driver will be paid until we have received the tachograph charts for the work completed.

It is unfortunate that we have to take such drastic actions but a number of our clients are with holding payment of invoices due to failure to return tacho's.

Please ensure that your tacho's for the previous week worked are returned to our office by Monday morning following the week just worked – obviously we understand that you need to keep your last working days tacho so if you could photo copy this and send 365 the copy. If you don't have access to our office posted tacho's, faxed copies or emailed copies are perfectly acceptable.

Thank you for your assistance in this matter.

Yours Sincerley

365 Recruitment