



### Time Sheet

Temporary Name: \_\_\_\_\_

Week Ending (Sunday) \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please record hours worked as decimals not minutes (e.g. 15 minutes = 0.25 hours)**

	START TIME	LUNCH	FINISH TIME	HOURS WORKED
MON				
TUES				
WED				
THURS				
FRI				
SAT				
SUN				
<b>TOTAL HOURS:</b>				

**CLIENT DETAILS:**

Company	
Address	
Address	

<p>SIGNATURE REQUIRED TO CONFIRM: AUTHORISED COMPANY REPRESENTATIVE</p> <p>NAME: _____</p> <p>SIGNATURE: _____</p> <p><b>Client signature verifies acceptance of Temporary hours &amp; Terms &amp; Conditions of Business</b></p>	<p>SIGNATURE REQUIRED TO CONFIRM:</p> <p>EMPLOYEE: _____</p> <p><input type="checkbox"/> Please tick if final timesheet with this client</p>
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**NOTE:**

Temporary pays will only be paid on receipt of an authorised timesheet. Please fax completed timesheet to 07 3221 9499 by no later than 10.00 am the following Monday of each week ending.