



Timesheet

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time (eg 8.30am)							
Lunch Time (eg 60 min)							
Finish Time (eg 5.30pm)							
Total Time Worked (eg 8 hrs)							

Week Ending Date	
Candidate Name	
Candidate Signature	
Client Name	
Client Signature	
Company Name	

We certify that the above hours are correct. Client signature means acceptance & understanding of our Terms and Conditions. Candidate signature signifies that there were no injuries sustained during the week.

Timesheets are the responsibility of the candidate and must be faxed back, signed by both parties, by **6pm Friday**.

Please round hours to the nearest fifteen (15) minutes. **No payment will be made without a signed timesheet.**

Suite 301, 12-14 Ormonde Pde, Hurstville NSW 2220 – Ph: **9570 2411**

Fax: 9570 3644