

**TO BE FILLED IN BY CLIENT FOR WEEK ENDING SUNDAY / /20**

	Hours	Mon	Tue	Wed	Thur	Fri	Sat	Sun	
Name	Start time								<b>Total Hours to be paid to worker /charged to client</b>
	Finish Time								
Trade/Job Title	Total Hours								
	<b>Less Breaks</b>								
One Way Internal Use Only	Standard Hours							Standard Hours	
	Overtime 1							Overtime 1	
	Overtime 2							Overtime 2	
Name	Start time								<b>Total Hours to be paid to worker /charged to client</b>
	Finish Time								
Trade/Job Title	Total Hours								
	<b>Less Breaks</b>								
One Way Internal Use Only	Standard Hours							Standard Hours	
	Overtime 1							Overtime 1	
	Overtime 2							Overtime 2	
Name	Start time								<b>Total Hours to be paid to worker /charged to client</b>
	Finish Time								
Trade/Job Title	Total Hours								
	<b>Less Breaks</b>								
One Way Internal Use Only	Standard Hours							Standard Hours	
	Overtime 1							Overtime 1	
	Overtime 2							Overtime 2	
Name	Start time								<b>Total Hours to be paid to worker /charged to client</b>
	Finish Time								
Trade/Job Title	Total Hours								
	<b>Less Breaks</b>								
One Way Internal Use Only	Standard Hours							Standard Hours	
	Overtime 1							Overtime 1	
	Overtime 2							Overtime 2	

Name of Company: \_\_\_\_\_

Site Address: \_\_\_\_\_

Head Office Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

CONFIRMED TOTAL HOURS	Basic	Overtime 1	Overtime 2
Signature of the timesheet is your confirmation of the number of hours worked by the Temporary Worker/Contractor Staff. These hours will be used to calculate the charge for basic hours, overtime hours, travel & subsistence allowance and are NET OF BREAKS. <b>Failure to sign the timesheet or any inaccuracy does not absolve your obligation to pay charges properly incurred.</b> You also accept our current Terms & Conditions for the introduction or Temporary Worker/Contractor Staff additional copies of which are available on request or from our web site. <i>I am authorised by the client to sign this time sheet.</i>	Authorised Signature: _____ Print Name: _____ Position in company: _____		