



SUITE 204, 696 PITTWATER ROAD, BROOKVALE, NSW 2100
TELEPHONE (02) 9905 3566 – FAX (02) 9905 0445

TEMPORARY TIME SHEET

**TIME SHEETS MUST BE FAXED
BEFORE: 9:30 A.M. MONDAYS**

Client Name:
Client Address:

Name of Temp:
Temp. Address:

POSITION HELD:					
	DATE	FROM	TO	LESS LUNCH	TOTAL
MON.					
TUES.					
WED.					
THURS.					
FRI.					
SAT.					
SUN.					

PLEASE TICK

Continuing Completed

PLEASE NOTE:

Clients do not pay for lunch hours. Overtime is determined according to the applicable award.

There is a 4 hour minimum charge per day.

Please authorise the hours worked, as stated above, are correct.

Our Terms of Payment are 7 days.

Prompt settlement would be appreciated.

If a temporary employee turns permanent a permanent placement fee is payable, as per our Terms and Conditions.

CLIENT'S SIGNATURE

DATE

TITLE