



# TIMESHEET

<b>COMPANY:</b>	
<b>WEEK ENDING:</b>	

IS THIS ASSIGNMENT CONTINUING

PLEASE FAX TIME SHEET TO 08 8331 1844 ON COMPLETION OF ASSIGNMENT OR BY MONDAY 9AM.  
PLEASE ENSURE THAT WE HAVE YOUR TAX FORM AND BANK DETAILS & PRINT DETAILS CLEARLY.

NAME: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

	DATE	START	FINISH	LUNCH	TOTAL	OFFICE USE ONLY		
						ORD	x1.5	x2.0
MON								
TUES								
WED								
THURS								
FRI								
SAT								
SUN								
<b>TOTAL HOURS WORKED</b>								

**ON HIRE REPRESENTATIVE SIGN OFF**

REP NAME (PLEASE PRINT) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

I AGREE THAT THE FOREMENTIONED INFORMATION IS TRUE AND CORRECT.

**CLIENT AUTHORITY**

CLIENT NAME (PLEASE PRINT) \_\_\_\_\_ CLIENT SIGNATURE \_\_\_\_\_

I AGREE THAT THE SERVICE PROVIDED BY THE CONTRACTOR FOR THE PERIOD OUTLINED ABOVE HAVE BEEN PERFORMED SATISFACTORILY AND THAT I AM AN AUTHORISED REPRESENTATIVE. BY AUTHORISING THIS TIMESHEET, WE AGREE TO PAYMENT OF AN INVOICE UPON RECEIPT.

**SIGNATURE SIGNIFIES COMPLIANCE WITH STANDARD XCEPTIONAL PEOPLE PTY LTD TERMS & CONDITIONS AND ACCEPTANCE OF HOURS TO BE CHARGED.**