

Baytech Industrial

Unit 3, 47-51 Little Boundary Road
 Laverton North Vic 3026
 Tel: (03) 9314 8999

Email Time Sheet to Baytech by 10.00am on your specified pay day

timesheet.vic@baytechindustrial.com.au / Or Fax to: (03) 9867 6276

Please use BLACK or BLUE pen only. Please print all details clearly using **24 hour time (ie 0800 – 1630)**



Baytech Industrial VIC Pty Ltd
 ABN 86 065 207 187

www.baytechindustrial.com.au

Part of *The Bayside Group*

CLIENT NAME: _____ WEEK ENDING: _____

ON-HIRED WORKER DETAILS															
Work Area															
Shift (D/S, A/S, N/S)															
Day and Date	MON	DATE	TUE	DATE	WED	DATE	THU	DATE	FRI	DATE	SAT	DATE	SUN	DATE	Weekly Total
Start Time															
Finish Time															
Break															
Total Hours Worked															
Allowances															

I hereby certify that I have worked the hours shown, that the client certified these hours and I sustained no injuries during this time.
 Payment will not be made unless a time sheet has been signed by the client. Payment will be delayed if a time sheet is not received by our office on time.

SURNAME: _____ **FIRST NAME:** _____ **SIGNATURE:** _____

CLIENT APPROVAL

Client approval of this time sheet is deemed authorisation of the hours worked for invoicing purposes, and of the Client's continued acceptance of our Terms and Conditions issued with the placement advice and subsequent invoice(s).

NAME: _____ **SIGNATURE:** _____ **DATE:** _____

COMMENTS: _____

Baytech Office Use Only

Day							
Afternoon							
Night							
1.5							
2.0							
Public Holiday							