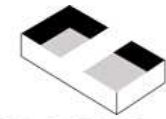


# TIME SHEET

Email Time Sheet to Techstaff by 10am Monday



**TECHSTAFF**

Week Ending (Sunday) \_\_\_\_\_

*(Insert Sunday's Date)*

DAY	DATE	START TIME	FINISH TIME	LESS BREAKS	TOTAL HOURS	SHIFT LOADING	Hours & Minutes			COMMENTS
							NORMAL HOURS	TIME ½ HOURS	DOUBLE HOURS	
MON										
TUE										
WED										
THU										
FRI										
SAT										
SUN										
				<b>TOTAL</b>						

Payment will be delayed unless a time sheet has been signed by the client and received by our office by the designated time.

I hereby certify that I have worked the hours shown.

**NAME:** \_\_\_\_\_  
*(Please print your name)* *(Signature & Date)*

(Should you require more time sheets, they can be downloaded from our website from the *At Work* menu)

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).

**CLIENT NAME:** \_\_\_\_\_  
*(Please print client name)*

**APPROVED BY:** \_\_\_\_\_  
*(Supervisor / Direct Report)* *(Please print name)* *(Signature & Date)*

**Specialist Recruitment**

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**TIME SHEETS**

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