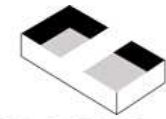


TIME SHEET

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 | | | | | | | | | | |
| | | | | TOTAL | | | | | | |

Specialist Recruitment

Techstaff Pty Ltd

ABN 63 109 478 471

Level 2

12 Mt Gravatt Capalaba Road
Upper Mount Gravatt QLD 4122

Tel: (07) 3347 7600

TIME SHEETS

Email to:
timesheet.qld@techstaff.com.au

Or Fax to Melbourne:
(03) 9866 4992

www.techstaff.com.au

Part of *The Bayside Group*

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)*