

TEAM

EXECUTIVE CONSULTANTS

WEEKLY TIME SHEET

305 Toorak Road,
South Yarra, 3141
Phone: (03) 9826 4133
Fax: (03) 9826 4353

Employee:

SURNAME

FIRST NAME

Address:

Phone No:

Client Name:

Contact:

Title:

Address:

Phone No:

DAY	DATE	TIME STARTED ¼ hour	TIME FINISHED ¼ hour	TIME OFF INC. LUNCH ¼ hour	HOURS WORKED TO NEAREST ¼ hour
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
ALL TIMES MUST BE TO THE NEAREST ¼ HOUR					TOTAL HOURS

Position

Date

Authorised Supervisor's Signature

Employee's Signature

IS ASSIGNMENT CONTINUING NEXT WEEK?

YES

NO

TERMS: Invoices strictly 7 days nett.

- Should you require the services of our employees in future, contact must be made through our office.
- Should our employee join your payroll within 12 months of the finishing date of this assignment, our permanent fee schedule will apply.