

TIME SHEET

WEEK ENDING SUNDAY

TIME SHEET No.

DAY	DATE	START	FINISH	MEAL	TOTAL (LESS BREAKS)	SHIFT TYPE			OFFICE USE ONLY				
						D	A	N					
MONDAY													
TUESDAY													
WEDNESDAY													
THURSDAY													
FRIDAY													
SATURDAY													
SUNDAY													

CLIENT DETAILS

NAME OF BUSINESS

I/we agree to accept Complete Personnel Recruitment's conditions of business as set out in the Temporary/Contract Staff Agreement. I/we certify that the hours worked by the Temporary/Contract staff are correct and I/we will accept Complete Personnel Recruitment's invoice for the chargeable hours and allowances at the agreed rate.

NAME OF AUTHORISED REPRESENTATIVE

SIGNATURE OF AUTHORISED REPRESENTATIVE

ORDER NUMBER

CLIENT ID (office use only)

DATE

TOTAL HOURS

STAFF EASY PTY LTD TRADING AS COMPLETE PERSONNEL RECRUITMENT

ACN 087 838 597

350 Main North Road, Blair Athol, SA 5084

P.O. Box 547, Prospect East SA 5082

Telephone (08) 8269 7400

Facsimile (08) 8269 6733

Email on-hire@complete-personnel.com.au

INVOICE NUMBER
(office use only)

To ensure that you are paid on time this time sheet must be authorised by the client and the two middle copies returned to your Account Manager by 5pm Monday.

ON-HIRE EMPLOYEE DETAILS

ON-HIRE EMPLOYEE NAME

ON-HIRE EMPLOYEE SIGNATURE