



PH: 0434 330 086

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TIMESHEET

Week Ending (Monday – Sunday) : / /

EMPLOYEE _____

COMPANY _____

SITE _____

Notes to Employees :

This timesheet should be filled in daily and it is YOUR responsibility to have it signed and returned to Total Quality Recruitment prior to 5pm Monday.

We cannot make payment without the signature of the client approved supervisor in the space below

Day	Date	Start	Finish	Break	Total	Shift	ORD	T1/2	DT	Sign
Mon	/ /									
Tues	/ /									
Wed	/ /									
Thurs	/ /									
Fri	/ /									
Sat	/ /									
Sun	/ /									

Office use only

Total										
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Job Continuing Y / N

Job Will Complete Date: / /

I / We verify that the details of attendance stated are correct and that the employees work has been satisfactory. We confirm our agreement to Total Quality Recruitments terms and conditions of business and undertake to pay your account in accordance with such terms, of which we received a copy

EMPLOYEE SIGNATURE

CLIENT AUTHORISED SIGNATURE