

WEEKLY TIME SHEET

Please fax your timesheet to 9221 3480 before 10am Monday.

Late timesheets may result in delayed payment.

Any queries, contact Accounts on 9235-3699



Week ending.....	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total For Week
Start								
Finish								
Less Lunch								
Total								
Made up of Standard Hrs						N/A	N/A	
O/T Hrs x 1.5								
O/T Hrs x 2								

I confirm that the above hours were worked and that no injuries were sustained:

Employees Name Employee's Signature

Reason for absence (if any).....

Bank NameBranch (BSB) No:A/C No:

Bank Details already given Cheque Collecting with this (Original) Time Sheet from Sydney Office

Post To (please print)

Tax File No. (if not yet given)

Is the assignment continuing next week? Yes No

N.B. Please leave a copy of this time sheet with the authorised signatory and/or the personnel department

CLIENT USE ONLY

Company: Contact No:

Contact Person: Position:

Signature:

(Signature signifies compliance with Bligh Appointments Terms and Conditions of Business and acceptance of hours to be charged including over-time penalties according to the relevant State award.)

Comments:

