



70 122 227 427

Please fax completed & signed timesheet to
 (02) 4721 1100
 Or email to:
recruit@completerecruitment.com.au

at the end of the last shift worked each week

Timesheets must be in by Monday 10am each week to be processed

Suite 5a, 31-33 Lawson St
 Penrith NSW 2750

PO Box 762
 Kingswood NSW 2747

OFFICE USE ONLY
Checked
Entered
Processed

TIMESHEET WEEK ENDING	/ / 2017	Worker Code	
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Company Name		Contact Name	
Site Address		Phone Number	
Worker Name		Position	
<i>I certify that the details below are correct and no injuries have been sustained. I understand that I will not be paid unless the client has signed the timesheet.</i>		Job Order #	PO #
Workers Signature		Week ending Date:	

DATE	DAY	SHIFT (Circle)	START TIME	FINISH TIME	BREAK TIME	TOTAL HOURS WORKED	OFFICE/CLIENT USE ONLY				
							Ord	X 1.5	X 2	ALLOWANCES	CLIENT SIGNATURE
/ /	Mon	D A N	AM PM	AM PM	MIN						
/ /	Tues	D A N	AM PM	AM PM	MIN						
/ /	Wed	D A N	AM PM	AM PM	MIN						
/ /	Thurs	D A N	AM PM	AM PM	MIN						
/ /	Fri	D A N	AM PM	AM PM	MIN						
/ /	Sat	D A N	AM PM	AM PM	MIN						
/ /	Sun	D A N	AM PM	AM PM	MIN						
TOTAL HOURS											

Client Feedback- please tick box below				Comments:
Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	

Client Authorisation: I verify that the hours stated are correct and the work performed was carried out to our satisfaction. I understand that all temporary workers are supplied in accordance with Complete Recruitment Solutions Pty Ltd's Terms and Conditions of Business which I have received. I am an authorised representative of the company and accept your terms of business.

Client Signature:		Title		Date	
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