



ABN
70 122 227 427

Please email completed & signed timesheet to:
timesheets@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

Client Signature:

Title:

Date:

Timesheet Weekending:	/ /	PO#:	
Company Name:		Contact Name:	
Employee Name:		Employee Position:	
Employee Signature:			

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.

Date	Day	Start Time	Finish Time	Break Time	Total Hrs Worked	Office/Client Use Only			
						Ord	x 1.5	x 2	Allowances/Other
/ /	Monday	AM PM	AM PM	Min					
/ /	Tuesday	AM PM	AM PM	Min					
27 / 05 / 20	Wednesday	6.30 AM	AM PM	Min					
/ /	Thursday	AM PM	AM PM	Min					
/ /	Friday	AM PM	AM PM	Min					
/ /	Saturday	AM PM	AM PM	Min					
/ /	Sunday	AM PM	AM PM	Min					
Total Hours									

Client Feedback - Please circle rating below				Comments:
Excellent	Very Good	Good	Average	

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.