



TIMESHEET

Email to: Hello@sparkrecruitment.com.au

Contractor Name:	
Contractor Signature:	Date:
Contract No:	
Client Name:	Project Name:
Week Commencing Monday:	

	Start	Finish	Breaks	Total Hrs/ Days	Overtime Initialled
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total (round to the nearest 1/4 hr)					

Notes:

*Any time in excess of agreed regular working hours must be highlighted as overtime and initialled by your Manager.
When recording hours worked, please use decimals NOT minutes (e.g. 15 minutes = 0.25 hours).*

This timesheet must be submitted by 4pm Tuesday for payment to be processed.

By approving this time sheet, the Client confirms the hours shown are correct and will accept the Company's invoice for the hours in accordance with the Company's Terms of Business.

Customer signature:	Customer Name:
Position:	Date:

Authorised and scanned timesheets can be emailed to hello@sparkrecruitment.com.au