



TEMP NAME:			
CLIENT COMPANY:		CLIENT CONTACT:	
CLIENT ADDRESS:			

WEEK ENDING:					TOTAL HOURS
	DATE	START TIME	FINISH TIME	LUNCH BREAK	
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
				TOTAL HOURS EXCL BREAKS	

TEMP AGREEMENT:

I hereby certify that the hours shown above are the hours worked by me on this assignment and that all breaks have been deducted. I confirm I have not sustained any injuries during the above assignment that Total Recruitment has not been made aware of. I agree to abide by the terms of my current Employment Agreement.

Temp Signature: _____

CLIENT AGREEMENT:

I hereby certify that the above hours are correct and that I am satisfied with the work completed by the temporary. BY return emailing/ signing this timesheet, I accept Total Recruitments Terms and Conditions and agree to pay for all hours worked above.

Client Name: _____

Client Signature: _____

INSTRUCTIONS:

Please Scan/email the completed and signed timesheet to Total Recruitment by 9.30am Monday for the previous week.
Please ensure you complete separate timesheets for each assignment.