TIMESHEET

premiere people
a member of the match group

TEMPS	CLIENT	OFFICE

FIRST NAME - USE BLOCK CAPITALS

SURNAME - USE BLOCK CAPITALS

CLIENT NAME   **WORKPLACE** /   **WEEK COMMENCING MONDAY** / /

DAY	START	BREAK	FINISH	BASIC HOURS	OVERTIME HRS	TOTAL HOURS
EXAMPLE	09:00	:30	18:30	8:00	1:00	9:00
MON	:	:	:	:	:	:
TUE	:	:	:	:	:	:
WED	:	:	:	:	:	:
THU	:	:	:	:	:	:
FRI	:	:	:	:	:	:
SAT	:	:	:	:	:	:
SUN	:	:	:	:	:	:

I CONFIRM THAT I HAVE WORKED THE ABOVE HOURS.   **SIGNED**

:	:	:
TOTAL BASIC	**TOTAL OVERTIME**	**WEEK TOTAL**

TO BE COMPLETED BY CLIENT:

AUTHORISATION: We confirm that the hours shown on this timesheet have been worked to our satisfaction and that this will form the basis of an invoice which will be paid on receipt. We agree to be bound by the terms and conditions of business.

CLIENT SIGNATURE   **NAME**

ORDER NUMBER

POSITION   **DATE**

FOR OFFICE USE:

BASIC PAY	O/T 1 HOURS	O/T 2 HOURS	O/T 3 HOURS
.	:	:	:

BASIC CHRG	O/T 1 PAY	O/T 1 CHRG	O/T 2 PAY	O/T 2 CHRG	O/T 3 PAY	O/T 3 CHRG
.	.	.	.	.	.	.

MATCHNET CODE   **PAYROLL NUMBER**   **WORK CODE**   **CONSULTANT**

TIMESHEET NUMBER

46980