

Weekly Timesheet

Employee to complete

Employee name					
Position					
Client name					
Work location					
Purchase order #					
Week end date (Sunday)					
	Start time	Unpaid break	Finish time	Total hours	Allowances
Example	8:30	00:30	17:00	8.00	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL HOURS FOR WEEK					
By signing this timesheet you verify the above hours/days worked are correct. <u>Timesheets not received by 5pm Monday will delay payment.</u>				Employee signature	

Client/authoriser to complete

<p>By signing this timesheet you agree to payment according to Intro Recruitment Solutions' Terms of Business including the payment terms from receipt of invoice; and that the services provided by the contractor have been completed to an acceptable standard.</p> <p><u>Timesheets must be signed by both parties and sent to Intro Recruitment Solutions by 5pm Monday.</u></p>	
Authoriser's name	
Authoriser's signature	