

Fax to 9792 2442
USE A SEPARATE TIME SHEET FOR
EACH WEEK AND EACH CLIENT



TEMPORARY CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE AND THERE WERE NO INJURIES SUFFERED AS A RESULT OF WORK PERFORMED.

TEMPORARY SIGNATURE	
PRINT TEMPORARY NAME	

AUTHORIZED CO-REPRESENTATIVE'S SIGNATURE CERTIFIES:

- 1 HOURS SHOWN ARE CORRECT.
- 2 WORK WAS DONE SATISFACTORILY.
- 3 ACCEPTANCE OF OUR TERMS & CONDITIONS.
- 4 A PERMANENT RELEASE FEE (CALCULATED IN ACCORDANCE WITH OUR STANDARD SCHEDULE OF FEES) WILL BE PAID IF:
 - A) THIS TEMPORARY JOINS THE COMPANY'S PAYROLL WITHIN 12 MONTHS OF THE FINISHING DATE OF THIS TIME SHEET; OR
 - B) JOINS THE PAYROLL OF ANOTHER RECRUITMENT AGENCY WHILST CONTINUING TO BE ENGAGED AS A TEMPORARY STAFF MEMBER BY THE COMPANY; OR
 - C) THE COMPANY PROVIDES THE SERVICES OF THIS TEMPORARY TO ANY THIRD PARTY AND THAT PARTY TRANSFERS THIS TEMPORARY TO ITS PAYROLL.

CLIENT COMPANY	
CLIENT'S AUTHORIZED SIGNATURE	

WEEK-ENDING _____

DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HOURS	NORMAL HOURS	TIME + HALF	DOUBLE TIME
/	MON							
/	TUES							
/	WED							
/	THU							
/	FRI							
/	SAT							
/	SUN							
TOTAL HOURS FOR WEEK (TO NEAREST 1/4 HOUR)								
ALLOWANCES								

**WHITE COPY TO BE RETURNED
TO AN INTER OFFICE**

