

Temporary's Name:	Client Company:
Position:	Address:
This Assignment Is: Continuing      Finishing	Person Reporting To:
Week Ending Sunday: /            /	Department:

**Important Note:**

Please advise Recruitment Edge (the firm) immediately of any changes to the job description including duties, location of work, etc.

Day	Date	Time Start	Time Finish	Less Lunch	Total	Office Use Only			
						1	1.5	2	Other
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
<b>Weekly Total:</b>									

Please calculate to the nearest ¼ hour.  
Meal breaks are not paid time.

**Employee Declaration:**

- I have worked the hours as stated
- No injuries were sustained by me
- There have been no changes to the job description

**Client Authorisation:**

- I accept the firm's Terms & Conditions of Business
- The hours stated on this timesheet are correct
- The assignment was fulfilled to my satisfaction
- There have been no changes to the job description

**Temporary's Signature:**

**Supervisor's Name:**

**Supervisor's Title:**

**Supervisor's Signature:**

**Submit completed timesheet by Friday 6:00pm**

**E: [reception@recruitmentedge.com.au](mailto:reception@recruitmentedge.com.au)**

**F: (02) 9317 3444**