

# TIMESHEET



Getting People Noticed

**Contractor Name:** \_\_\_\_\_

**Client/Company:** \_\_\_\_\_

**Payment Type:**       Hourly     Daily    (please tick box)

**Week Ending Friday:**    \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_\_\_

	Start Time	Lunch Break	Finish Time	Chargeable Hours			
	HH:MM	HH:MM	HH:MM	H	H	M	M
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

**Total Chargeable Hours**

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**Contractor Authorisation**

- Enter all times in hours and minutes using 15 minute intervals. Chargeable hours must exclude lunch break.
- Completed timesheets must be faxed to (03) 9699 8619 no later than 12:00pm on the Monday following this working week.
- Candidates should note that fees will not be paid unless the client (direct supervisor) has signed this timesheet.

**Contractor Signature:**

**Client Authorisation**

- By signing below we certify that the chargeable hours shown are correct and will accept your account for the time shown.
- Signature of this timesheet shall be deemed as acceptance of the Profiler Recruitment Pty Ltd Terms of Business.

<b>Client Signature:</b>	<b>Date:</b>
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**Print Name:**

**Timesheets MUST be received by our office by 12 noon every Monday. Please send via:  
Email: [admin@profilerrecruitment.com](mailto:admin@profilerrecruitment.com) or Fax: (03) 9699 8619**