**TIME SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: Client: | |  | |
|  | |  | |
| **Day** | **Hours / days Worked** | |
| **Monday** |  | |
| **Tuesday** |  | |
| **Wednesday** |  | |
| **Thursday** |  | |
| **Friday** |  | |
| **Saturday** |  | |
| **Sunday** |  | |
| **Total Hours or Days**  ***In decimal (nearest 0.25, 0.5 & 0.75)*** |  | |

Contractor’s signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week Ending: \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_

I the below signed agree that the work performed by Contractor has been performed to my satisfaction.

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's name (in capital letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_/\_\_\_\_

FAX SIGNED TIMESHEET TO:  (**03) 9573 1516 or accounts@macrorecruitment.com.au**  
**Before 5pm the Monday after the pay week ends**