

**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**