



SUITE 204, 696 PITWATER ROAD, BROOKVALE, NSW 2100
 TELEPHONE (02) 9905 3566 – FAX (02) 9905 0445

TEMPORARY TIME SHEET

Client Name:
Client Address:

Name of Temp:
Temp. Address:

JOB TITLE:					
	DATE	FROM	TO	LESS LUNCH	TOTAL
MON.					
TUES.					
WED.					
THURS.					
FRI.					
SAT.					
SUN.					
TOTAL HOURS (less lunch)					

PLEASE TICK
 Continuing (going back next week)
 Completed (finished assignment with this client)

PLEASE NOTE:
 Clients do not pay for lunch hours. Overtime is determined according to the applicable award.
 There is a 4 hour minimum charge per day.

**TIME SHEETS MUST BE FAXED OR EMAILED BEFORE:
 9:30 A.M. MONDAYS**
 payroll@dclrecruitment.com.au

CLIENTS SIGNATURE _____

DATE _____ TITLE _____