

# 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**

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

**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> |
|--------------------------|--------------|

**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**