



WEEKLY TIME SHEET

Client name:

Temporary worker name:

Client address:

Reference number:

Week starting Monday:

Report to:

	Start time	Lunch break	Finish time	Total daily hours	Daily signature
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total hours for the week					
Pay rate (office use only)					
Charge rate (office use only)					

Client signature:

Client Job Title:

Client Name:

Date:

Minimum booking is 4 hours

TO THE CLIENT: Please sign the timesheet daily as proof of hours worked. On job completion please complete the total hours for the week, sign the timesheet and complete your job title. Please keep the bottom copy for your records. Your signature will certify that the hours shown were worked satisfactorily; that you agree to be bound by our terms of business; and that you agree that a fee will be due to Rearden-Cord if any direct engagement of a temporary worker takes place.

TO THE TEMPORARY WORKER: Please make sure this timesheet is clearly filled in and properly authorised by the client. The time sheet must be returned by 9am Monday morning. Failure to return time sheets promptly will delay payment of your wages and may incur an administration fee.