

Time Sheet

Order Number

Day	Date	Start Time	Finish Time	Total Hours	Breaks	Hours Worked
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

NOTE – HOW TO CALCULATE HOURS WORKED

total hours - breaks = hours worked

Total	
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Client – please confirm hours before signing

The Temporary is under the supervision of the client and no responsibility is accepted by the agency for any errors, omissions or damage by the Temporary.

If a Temporary is engaged by you or any member of your staff the client shall become liable to the agency for the appropriate fee.

Warning: It is the client's responsibility to deduct any breaks if applicable. Please remember your approval of this time sheet is our authority to charge your company for the hours.

Temp Name	
Company	
Week Ending	
Client's Authorised Signature	
Print Name	
Date	

Let's work together.

