

# TEAM

EXECUTIVE CONSULTANTS

305 Toorak Road, South Yarra, VIC 3141 - Phone: (03) 9826 4133 - Fax: (03) 9826 4353

www.teamexec.com.au

## Weekly Timesheet

Employee: .....  
 (Surname) (First Name)

Address: .....  
 .....

Phone: .....  
 (Mobile) (Home)

Client Name: ..... Title: .....

Contact: .....

Address: .....

Phone: .....

DAY	DATE	TIME STARTED (¼ hour)	TIME FINISHED (¼ hour)	TIME OFF, INC. LUNCH, TO THE NEAREST ¼ hour	HOURS WORKED TO THE NEAREST ¼ hour
MONDAY		: :	: :	hr mins	hrs mins
TUESDAY		: :	: :	hr mins	hrs mins
WEDNESDAY		: :	: :	hr mins	hrs mins
THURSDAY		: :	: :	hr mins	hrs mins
FRIDAY		: :	: :	hr mins	hrs mins
SATURDAY		: :	: :	hr mins	hrs mins
SUNDAY		: :	: :	hr mins	hrs mins
All times must be to the nearest ¼ hour				<b>TOTAL</b>	hrs mins

Authorised Supervisor's Signature: ..... Date: .....

Employee's Signature: ..... Position: .....

Is assignment continuing next week? YES  NO

**CREDIT TERMS: Invoices strictly 7 days nett.**  
 \* Should you require the services of our employee(s) in future, contact must be made through our office.  
 \* Should our employee join your payroll within 12 months of the finishing date of this assignment, our permanent fee schedule will apply.



**Specialists in the recruitment of Accounting, IT, Legal,  
 Marketing, Sales, Secretarial, Temporary & Contract Staff.**

TEAM EXECUTIVE CONSULTANTS PTY. LTD. A.C.N. 069 993 595

