



GPO Box 593, Brisbane Qld 4001

Tel: (07) 3211 0001 Fax: (07) 3211 0002

Client Weekly Time Sheet

(REMINDER: Time sheet to be received at Windsor Recruitment by 5:00pm Friday)

Employee Name:

Client Name:

Supervisor Name:

Supervisor Contact No.:

Consultant:

Job Number:

Day	Date	Start	Finish	Breaks	Total	Description of Work
Week Ended:		Client Total for week:				

The client acknowledges that:

1. The details shown on this timesheet are correct;
2. The above work was performed in a satisfactory manner;
3. Payment is due on receipt of the account.

Client Signature: _____

Overtime approved by Client YES NO

Date: _____

Employee Signature: _____