

Contractor Hourly Timesheet

Please scan authorised timesheet and submit via email no later than

6:00pm Friday to info@jbanda.com.au

Payment will be made to your nominated bank account by Thursday of the following week. In the case of a public holiday, funds are available one day later.

Recruitment Consultants

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ABN 17 119 884 356

Week ending	
Candidate name	
Assignment position	
Reporting to	
Client name	
Client location	
Client Cost Centre	Client Purchase Order No.

Date	From	To	Break	Net Hours (excluding break)	
				hrs	mins
Monday	am	am	mins	hrs	mins
	pm	pm			
Tuesday	am	am	mins	hrs	mins
	pm	pm			
Wednesday	am	am	mins	hrs	mins
	pm	pm			
Thursday	am	am	mins	hrs	mins
	pm	pm			
Friday	am	am	mins	hrs	mins
	pm	pm			
Saturday	am	am	mins	hrs	mins
	pm	pm			
Sunday	am	am	mins	hrs	mins
	pm	pm			
Net Total Hours				hrs	mins

Is this assignment continuing? (✓) Please tick **Yes** **No**

Client Authorisation

- I verify that the hours stated are correct and the work has been performed in a satisfactory manner.
- Should the Temporary Contractor introduced by Jennifer Bailey & Associates Pty Ltd be employed by us or any related entity, corporate or third party referred by us, within twelve (12) months from completion of their last assignment, then I understand and accept that we will be bound by your Terms of Business and a fee will be charged at applicable rates.
- All Temporary Contractors are assigned under the direct control and supervision of the client. Jennifer Bailey & Associates Pty Ltd will not accept liability for any errors, expense, loss, damage or delay ensuing from any failure to provide or any misconduct, negligence or lack of skills of the Temporary Contractor.

Timesheet approved by (Name, please print):

Signature:

Date: