



TEMP TIME SHEET

Temp Name: Week Ending:

Day	Date	Time Started	Time Finished	Gross Hours Worked	Breaks (hours & minutes)	Net Hours Worked
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Totals						

Please complete your timesheet at the end of each day and total your hours at the end of each week (**rounding up/down to the nearest 15 minutes**). Please ensure the time sheet has been signed by you and authorised by the client before **returning it to our office via email before close of business each Friday**.

Should you be unable to return your timesheet for any reason, please notify **Emma Buxton – 9533 8164**

Please e-mail timesheets to: emma@buxtonpratt.com.au
 (Please email before 9:30am on Monday)

Temp Signature:

Company Name:

Client Name:

Client Signature:

Office Use only – Client invoice No.: