

# TIMESHEET



WEEK ENDING (Sunday): \_\_\_\_\_

CANDIDATE NAME: \_\_\_\_\_

**Candidate signature certifies:**

- That the details entered on this timesheet are true and correct
- Acceptance of Entrée Recruitment's right to withhold payment on this timesheet if it has not been fully completed and authorised by the designated supervisor **before 6:00pm Friday**
- That for a period of twelve (12) months following the completion of this placement, the candidate will not under any circumstances, seek or accept a direct offer of a contract or permanent employment from any such client unless Entrée Recruitment is informed

CANDIDATE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please be consistent with the format of your hours when completing your timesheet.

DATE	DAY	TIME COMMENCED	TIME FINISHED	LUNCH BREAK	TOTAL HOURS
	MONDAY				
	TUESDAY				
	WEDNESDAY				
	THURSDAY				
	FRIDAY				
	SATURDAY				
	SUNDAY				
				TOTAL HOURS	

COMPANY: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

CLIENT AUTHORISATION: \_\_\_\_\_ DATE: \_\_\_\_\_

**Client signature certifies:**

- That the hours shown are correct
- Acceptance of Entrée Recruitment's Terms and Conditions (Temporary Recruitment)
- Payment within seven (7) days

Note: A conversion fee of sixteen percent (16%) of the candidate's total remuneration applies, should you or any affiliated corporations make an offer pernanacy within twelve (12) months of the completion of this assignment, in accordance with Entrée Recruitment's Terms of Agreement (Temporary Recruitment)

Please fax authorised timesheet to Entrée Recruitment on (08) 8100 8842  
by 6.00pm Friday.