



**TEMPORARY STAFF TIMESHEET**

<b>Client</b>		<b>Date Completed</b>	
<b>Client Address</b>		<b>Employee Name</b>	
<b>Department</b>		<b>Employee Position</b>	
<b>Client Contact</b>		<b>Employee Signature</b>	

	<b>Date</b>	<b>Start</b>	<b>Break</b>	<b>Finish</b>	<b>Total Hours</b>
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					
				<b>Total Hours</b>	

<b>Please answer the following questions:</b>	<b>Yes</b>	<b>No</b>
Is this assignment continuing next week?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any incidents to report? If yes, please contact your consultant.	<input type="checkbox"/>	<input type="checkbox"/>
Has your position / job description changed? If yes, please contact your consultant	<input type="checkbox"/>	<input type="checkbox"/>

<b>Consultants Name</b>	<b>Consultants Mobile</b>	<b>Consultants Email</b>
<b>Juanita Kaminski</b>	0417 620 871	<a href="mailto:juanita.kaminski@davisrecruitment.com.au">juanita.kaminski@davisrecruitment.com.au</a>

<b>Client Approval</b>	
By approving this timesheet, the Client confirms the hours shown are correct and will accept Davis Recruitments' invoice for the hours in accordance with our Terms of Business.	
<b>Client Name</b>	
<b>Client Signature</b>	

Please email your completed and approved timesheet to Juanita Kaminski at [Juanita.kaminski@davisrecruitment.com.au](mailto:Juanita.kaminski@davisrecruitment.com.au) by 2.00pm on Friday.  
Should you have any concerns, please contact Davis Recruitment on (07) 3394 8344.