

# TIME SHEET



**Contractor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Invoice Company Name:** \_\_\_\_\_ **GST Number:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_

**pursuIT Consultant:** \_\_\_\_\_ **Week Ending:** \_\_\_\_\_

**Assignment Continuing**       **Assignment Ceasing**

*Clients do not pay for unworked lunch hours. Contractors are paid to the nearest quarter hour.*

Date	Day	Start Time	End Time	Less Lunch Break	Total Hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
				<b>Week Total</b>	

Please authorise that hours worked as stated above are correct. It is hereby agreed that if we re-engage the contractor(s) on this timesheet, either directly or through any other agency as a permanent, contracted or temporary member of staff within a period of twelve months from this date, we will enter into a contract with you for a permanent, contract or temporary fee at standard or contract rates. pursuIT recruitment contractors are under client supervision and responsibility while on assignment.

**Client Name:** \_\_\_\_\_ **Client Signature:** \_\_\_\_\_

**Client Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Time sheets must be received by 10.00am Monday to ensure prompt payment.*

Please return your signed timesheet via fax on:

Auckland (09) 303 4452  
Auckland South East (09) 274 3901  
Waikato (07) 839 5662  
Wellington (04) 499 8066  
Christchurch (03) 366 6221