



Essential Personnel Pty Ltd

ABN 12 007 428 766

Head Office:

274A Canterbury Rd, Surrey Hills 3127

P.O. Box 155 Surrey Hills 3127, Victoria

Ph: (613) 9836 7888 Fx: (613) 9830 4067

TEMPORARY TIME SHEET

Client Name: _____

Temp Name: _____

Week Ending: _____

Day	Date	Time Started	Time Finished	Breaks incl Lunch	Total Hours Worked (ie. Less Breaks)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL HOURS WORKED (Less Breaks)					

Please ensure the time sheet has been properly completed, signed by yourself and the client and returned to our office on **(03) 9830 4067** by fax before 12 noon Monday.

Temporary Signature: _____

Client Signature: _____

Permanent Release Fee

A permanent fee will apply to this person should he/she joins your employ twelve months of assignment completion. This fee will be as per our schedule of fees.

Client / Company Signature Certifies that:

1. Hours shown are correct
2. Work was done satisfactorily
3. Acceptance of our Terms & Conditions