



**complete  
recruitment  
solutions**

**ABN**  
70 122 227 427  
Suite 5a, 31-33 Lawson St Penrith  
NSW 2750

Please email the completed &  
signed timesheet to:

**timesheets@completerecruitment.com.au**  
**at the end of the last shift worked**  
**each week**

***Timesheets must be in by Monday***  
***10 am each week to be processed***

**Client Signature:**

**Title:**

**Date:**

Timesheet Weekending:	/ /	PO#:	
Company Name:		Contact Name:	
Employee Name:		Employee Position:	
Employee Signature:			

I certify that the details below are correct and no injuries have been sustained. I understand that I will not be paid unless the client has signed the timesheet.

Date	Day	Start Time	Finish Time	Break Time	Total Hrs Worked	Office/Client Use Only			
						Ord	x 1.5	x 2	Allowances/Other
	Monday	AM PM	AM PM	Min					
	Tuesday	AM PM	AM PM	Min					
	Wednesday	AM	AM PM	Min					
	Thursday	AM PM	AM PM	Min					
	Friday	AM PM	AM PM	Min					
	Saturday	AM PM	AM PM	Min					
	Sunday	AM PM	AM PM	Min					
					<b>Total Hours</b>				

Client Feedback - Please circle rating below				Comments:
Excellent	Very Good	Good	Average	

**Client Authorisation:** I verify that the hours stated are correct and the work performed was carried out to our satisfaction. I understand that all temporary workers are supplied in accordance with Complete Recruitment Solutions Pty Ltd's Terms and Conditions of Business which I have received. I am an authorised representative of the company and accept your terms of business.