



**quattro**  
 professional recruitment  
*finding the true diamonds for your business*

## Temporary Time Sheet

Please Fax to our office on 07 5445 2847 by 5.00pm each Friday.

Employee Name: \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_ Contact: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Work Fax: \_\_\_\_\_

DAY	Date	Time started	Time finished	Lunch break	Total standard hours	O/time hours	Total hours worked
<b>Monday</b>							
<b>Tuesday</b>							
<b>Wednesday</b>							
<b>Thursday</b>							
<b>Friday</b>							
<b>Saturday</b>							
<b>Sunday</b>							
<b>Total Weekly Hours Worked</b>							

I have worked the above hours and no injuries were sustained.

Employee \_\_\_\_\_ Signature \_\_\_\_\_

I hereby certify that the above hours were worked to my satisfaction. I acknowledge that any hours worked in excess of 38hours each week will be paid as overtime based of the relevant State or Federal Award.

Client \_\_\_\_\_ Signature \_\_\_\_\_

A permanent placement Fee is payable should a Temporary employee be placed on your permanent staff within 12 months of completion of the assignment as per our terms and Conditions of Business.