

**WORKMATES AUSTRALIA Pty Ltd (ABN): 56 127 708 230 PO Box 8400 Blacktown, NSW, 2148**

**Phone: 1300 879 377**

**Fax: (02) 9831 3844**

**Email: [accounts@workmatesaustralia.com.au](mailto:accounts@workmatesaustralia.com.au)**

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ CLIENT: \_\_\_\_\_

WEEK ENDING: Sunday \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ POSITION: \_\_\_\_\_ SITE CONTACT: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

**PLEASE SIGN AND EMAIL OR FAX THIS TIME SHEET BACK TO THE DETAILS ABOVE.**

**TIMESHEETS MUST BE SIGNED BY THE CLIENT.**

**TIMESHEETS TO BE RECEIVED BY WORKMATES BY 10.00AM MONDAY MORNING**

**\*\* ONE TIME SHEET FOR ONE CLIENTS WORK BEING COMPLETED \*\***

DAY:	DATE:	START:	FINISH:	LUNCH:	N/T	T&H	D/T	ALLOWANCE	TOTAL HRS	CLIENT SIGN	CLIENT NAME
MON											
TUE											
WED											
THU											
FRI											
SAT											
SUN											

**CLIENT:** Please check hours shown have been satisfactorily worked. This timesheet will form the basis of an invoice.

**EMPLOYEE:** The timesheet must be signed by your site manager before you are paid. Your remuneration and superannuation will be banked into your provided details in your registration process.