

Fax: 03 8610 4950
Contractor Timesheet

Employment Details:

Week ending:	
Contractor Name:	
Client Name & Company:	

Your Hours Worked - PLEASE USE THE 24 HOUR CLOCK AND 15 MINUTE TIME INCREMENTS

Date	Day	Time Started	Time Taken For Lunch	Time Finished	Total Hours Worked
e.g. 12/01	Monday	8:30	45 mins	17:30	08.25
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
Total hours worked for the week:					

24 Hour Clock:

1am=1:00 4am=4:00 7am=7:00 10am=10:00 1pm=13:00 4pm=16:00 7pm=19:00 10pm=22:00
 2am= 2:00 5am=5:00 8am=8:00 11am=11:00 2pm=14:00 5pm=17:00 8pm=20:00 11pm=23:00
 3am= 3:00 6am=6:00 9am=9:00 Noon=12:00 3pm=15:00 6pm=18:00 9pm=21:00 Midnight=24:00

Confirmation:

<p>Contractor Sign and Date:</p> <p><small>Timesheets are the responsibility of the Contractor. Please complete, sign and arrange for your manager or authorised agent to sign. Once signed please fax back to Market U (03 8610 4950) by C.O.B each Friday. By signing you also confirm that Market U's Terms and Conditions of contracting are understood.</small></p>	
<p>Client Sign and Date:</p> <p><small>Client authorisation confirms that the hours stated are true and correct and that the work was performed in a satisfactory manner, and that Market U's Terms and Conditions of Business have been read and understood.</small></p>	

Please fax your approved timesheet to 03 8610 4950 by close of business Friday!

Please advise your Market U Consultant of any planned leave in advance.

Office Use Only:	
Date received:	Date entered into system: