

TIMESHEET – INDUSTRIAL

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WEEK COMMENCING DATE	WEEK NUMBER

PLEASE COMPLETE THIS TIMESHEET CAREFULLY. THIS DOCUMENT IS USED TO CALCULATE WORKERS WAGES AND YOUR INVOICE. ENTER ALL START AND FINISH TIMES AND BREAK TIME WHICH SHOULD BE DEDUCTED. PLEASE NOTE THAT ANY BREAK TIME NOT ENTERED WILL BE INVOICED IN LINE WITH THE TERMS OF BUSINESS

	Enter all start and finish times using a 24 hour clock						Hours Paid		
		Shift	Start	Finish	Break	Start	Finish	N/mal	O/T
<i>EXAMPLE</i>	<i>Days</i>	<i>08:30</i>	<i>12:30</i>	<i>1/2</i>	<i>13:00</i>	<i>17:00</i>			
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
TOTAL									

AGREEMENT OF HOURS BY CLIENT	
<p>These hours have been worked by the worker named above. I am authorised to sign agreement to these hours. I understand that The Best Connection will invoice for these hours in line with our Terms of Business.</p>	
<p>Authorised by _____</p> <p style="text-align: center;">Print name</p>	
<p>Signed by _____</p>	

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