


Gateway Recruitment Pty Ltd		Company Name: >						Employee Name: >			
PO Box 595		Job Address: >						Classification: >			
Brisbane Qld 4120		Order No: >			Sunday W/E date: >			Your Name: >			
Day of the week	Date	Start Time	Finish Time	Lunch Break	Total hrs Worked	Ord Hours	T/Half Hours	D/Time Hours	D/T1/2 Hours	Allowances, please list type & number	
Mon											
Tues											
Wed											
Thurs											
Fri											
Sat											
Sun											
Total hours worked											
<p>This Time Sheet must be completed and sent to Gateway Recruitment Pty Ltd by 09.00 AM on the 1st working day of each week. By signing this time sheet our Client accepts that the Gateway Recruitment Pty Ltd employee has worked the hours and accepts payment pertaining to these worked hours via an Invoice which is rendered weekly and is payable within seven (7) days from the date of Invoice. The Client acknowledges that from the time that our Employees or Independent Contractor report to the client for their duties they are under the care, control and supervision of the Client for the duration of the assignment. The Client also Acknowledges the acceptance of our "Terms and Conditions of Business".</p>										 <p>GatewayRecruitment</p>	
<p>Please complete all orange shaded areas and send to: Fax: 1300557684 or Email to: info@gatewayrecruitment.com</p>											
Client signature: >					Title: >					Time Sheet Number: >	

NOTE: Upon completing the time sheet by entering the date, Sunday week ending date, start time, finish time, lunch break, total hours worked, and your Client Signature Pin Number, please Email to info@gatewayrecruitment.com by 09:00 am on the first working day of each week for payroll processing.