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**PLEASE PRINT**

Casual Name: \_\_\_\_\_ Client Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Week Ending: \_\_\_\_\_ Client Contact: \_\_\_\_\_ Project: \_\_\_\_\_

	Date	Start	Finish	Less break	Total Hours (Decimals) 6 hours 30 minutes = 6.5	Normal hours	1.5 time	2 time	2.5 time
Mon									
Tues									
Wed									
Thur									
Fri									
Sat									
Sun									
Total:									

Other: Allowances, Mileage, Bonus, Commission etc. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Casual signature: \_\_\_\_\_ Date: \_\_\_\_\_ Client signature: \_\_\_\_\_  
*I have worked the above hours and no injuries were sustained.* *Client approval includes acceptance of Terms of Business.*

**Time sheets must be completed with candidate and client signature and faxed by no later than end of business day Monday each week.**