



empire careers pty ltd  
 level 36, riparian plaza  
 71 eagle street  
 brisbane qld 4000

**t: 3121 3020**  
**f: 3121 3030**



### Weekly Time Sheet

Temporary Name:	
Client Name:	
Client Address:	
empire Job Number:	

Day	Date	Start Time	End Time	Breaks	Total Hours	Office Use Only
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Week Ended			Total hours			

The client acknowledges that:

1. The details shown on the timesheet are correct;
2. The above work was performed in a satisfactory manner;
3. Payment is due as per our Fees & Terms of Business – Seven (7) days.
4. Overtime is any time worked in excess of eight (8) hours/day or 38 hours/week.
5. Tea Money is payable after 6.30pm.
6. A minimum charge of four (4) hours applies to any temporary assignment.

Temporary signature:	<b>sign here</b> 
Date:	
Client signature:	<b>sign here</b> 
Date:	