

TIME SHEET

Name of Temp: _____

Client Company: _____

Client Contact: _____

Assignment Address: _____

Please email timesheet to: recruitment@direction.co.nz (before Friday 5pm of the week worked)

*Week Ending Date: / /				
Date	Start	Finish	Less Meal Breaks (morning & afternoon tea not included)	TOTAL PAID HOURS (to the nearest quarter eg 25)
MON / /				
TUE / /				
WED / /				
THUR / /				
FRI / /				
SAT / /				
SUN / /				
TOTAL FOR WEEK				

Temp Agreement: I hereby certify that the hours shown above were worked by me during this week. I also undertake to treat as confidential all work performed by me on this assignment and to abide by my agreement with Direction Recruitment (2015).

Signature: _____

Client Agreement: I hereby certify that the hours shown are correct and that the work was performed to my satisfaction. It is also agreed that (as per accepted terms) the minimum bookings are for 4 hours and have to be charged accordingly for each day an assignment is less than 4 hours long. Also, if within 12 months from the date we engage this employee from your agency on a permanent basis, we shall be charged a permanent placement fee at current rates. My company agrees to the Terms and Conditions of Business of Direction Recruitment (2015).

Signature of Client: _____ Print Name: _____

Title / Position: _____