

Time Sheet

Please submit time sheet by Friday 5.30pm



| | | | |
|---------------------|--|----------|--|
| Client | | Location | |
| Week ending | | | |
| Name | | | |
| Assignment position | | | |
| Report to | | | |

| | Date | From (am) | To (pm) | Lunch (min) | Net Hours (excluding lunch) | |
|------------------------|------|-----------|---------|-------------|-----------------------------|-----|
| Monday | | | | | hr | min |
| Tuesday | | | | | hr | min |
| Wednesday | | | | | hr | min |
| Thursday | | | | | hr | min |
| Friday | | | | | hr | min |
| Saturday | | | | | hr | min |
| Sunday | | | | | hr | min |
| Total Net Hours | | | | | hr | min |

Note: net hours = actual hours worked, excluding lunch

| | |
|---------------------|--|
| New banking details | |
| BSB | |
| Account | |

Please advise Pace Appointments of any change in address details.

Client Authorisation

1. I verify that the hours stated are correct and the work has been performed in a satisfactory manner.
2. I understand and accept that should any Temporary Contractor introduced by Pace Appointments (Pace) be employed by us or any related entity or related corporation or any third party referred by us, within twelve months of the date of completion of the last temporary or contract assignment of that Temporary Contractor with us, then we will be bound by your Terms of Business and a fee, as shown in your Schedule of Fees, will be charged to us.

Client Signature: _____ Date: _____

All Temporary Contractors are assigned under the direct control and supervision of the client. Pace will not accept liability for any errors, expense, loss, damage or delay ensuing from any failure to provide or any misconduct, negligence or lack of skills of the Temporary Contractor.