



Suite 2/ 125 Melville Parade
COMO WA 6152
t: 08 9368 6155 f: 08 9368 6255

96 Spencer Street
BUNBURY WA 6230
t: 08 9792 4155 f: 08 9792 5155

Weekly Timesheet

Your name

John Smith

Week ending

Sunday 07/03/2010

Company

123 Industrial

Site location

Bunbury

Must be received by: 1pm on Monday afternoon
Send to: Fax 08 9792 5155 E-mail bunbury@recruitwest.com.au

Day	Date	Start time	select am or pm	Finish time	select am or pm	Lunch	Total
Monday	01/03/2010	9:00	am / pm	5:00	am / pm	0.5 hrs	7.5 hrs
Tuesday	02/03/2010	9:00	am / pm	5:00	am / pm	0.5 hrs	7.5 hrs
Wednesday	/ / 2010	:	am / pm	:	am / pm	hrs	hrs
Thursday	04/03/2010	6:30	am / pm	4:30	am / pm	0.5 hrs	9.5 hrs
Friday	05/03/2010	6:30	am / pm	4:30	am / pm	0.5 hrs	9.5 hrs
Saturday	/ / 2010	:	am / pm	:	am / pm	hrs	hrs
Sunday	07/03/2010	4:00	am / pm	12:00	am / pm	0.5 hrs	7.5 hrs
							41.5 hrs

Office use ONLY

Location	Productivity		
Severance	Site normal		
Site post	Travel		
Meals	Other		

Must be signed by BOTH parties

Your name

John Smith

Signature

Supervisor

Mark Long

Signature

Please notify RecruitWest ASAP – if you have changed address, contact number, banking, and/ or super details.

YOUR timesheet is YOUR responsibility