

Cox Purtell Staffing Services Pty Ltd  
ABN 42 063 258 524  
Level 16  
109 Pitt St  
Sydney NSW 2000  
Ph: 02 9231 3300

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Week Ending: Friday / \_\_\_\_\_ /20

\*Please submit COB each Friday

Date	Day	Start Time	End Time	Break Hrs.	Total Hrs. *(Rounded to nearest 15mins)
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
<b>Assignment:</b> Continuing <input type="checkbox"/> Finishing <input type="checkbox"/>				<b>WEEKLY TOTAL:</b>	

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Note:**

Wages will not be paid until we receive a timesheet signed by the Temporary staff member and the Client

**Client Authorisation:**

I verify that the hours stated are correct and the work has been performed in a satisfactory manner. I understand that the Temporary Staff are supplied in accordance with Cox Purtell Staffing Services Terms of Business. Should we employ one of your Temporaries assigned currently or in the previous 12 months, a full permanent placement fee is payable. A reduced scale fee can apply after long assignments. Direct re-employment as a temporary attracts a temporary fee.