



**BRC RECRUITMENT PTY LIMITED**

# time sheet

Client Name .....

Client Address .....

Postcode .....

Telephone Number .....

Ref/PO No .....

**TEMP'S NAME** .....

**POSITION** .....

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Start time							
Finish time							
Breaks taken							
Daily Total							

**YOUR TOTAL HOURS WORKED AND AGREED THIS WEEK**

We, the above named client, declare that the above named temporary contract worker has worked the total signed for and agreed hours as shown and that all work has been completed to a satisfactory standard. We, the above named client, authorise you to invoice for the total hours worked at the agreed rate. A signed time sheet is taken as total agreement to all terms and conditions as laid down in the **BRC Recruitment PTY Ltd Contract**.

Signed (Authorised Company Representative) .....

Print Name .....

Position .....

**PLEASE POST, FAX OR EMAIL THIS TIME SHEET TO ARRIVE NO LATER THAN 10 AM ON MONDAY**  
Please send a copy of your timesheet to BRC and to your host employer, keeping a copy for yourself.  
**PLEASE POST TO: BRC Recruitment PTY Ltd, Suite 6, Level 3, 50 Clarence Street, Sydney NSW 2000**  
**PLEASE FAX TO: (02) 929 91611** or email: [accounts@brcrecruitment.com.au](mailto:accounts@brcrecruitment.com.au) or call (02) 929 92399