

# Fill in your **timesheet** and fax it back to us on 02 9269 0477 by 6pm each Friday *(then we can pay you on time!)*

What you also need to do is give the original copy to the client and keep a copy for your records.

Candidate name \_\_\_\_\_

Company name \_\_\_\_\_

Company address \_\_\_\_\_

Company phone number \_\_\_\_\_

Timesheet week ending: Friday     /     / \_\_\_\_\_

	Date	Start	Finish	Less Lunch	Total	Office Use Only		
						Ordinary	OT 1.5	OT 2.0
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
TOTAL								

**You just give us your total hours and we'll figure it out the rest**

Temporary/Freelance position/title \_\_\_\_\_

Department \_\_\_\_\_

Company contact/supervisor \_\_\_\_\_

Booking continuing next week? (please tick one)    Yes     No

**FOR OUR CLIENT**

The i Group placement terms & conditions: As per 'Client Terms & Conditions (the serious stuff)' section.  
 Payment terms: 7 days from receipt of invoice.

I have read and agree to the terms & conditions set out above.  
 I also confirm that the hours stated are correct and the work performed was to our satisfaction.

Authorised signatory \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

**Any questions, give us a call on 02 9269 0455**  
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 Email info@theigroup.com.au www.theigroup.com.au



**GROUP**