



PERFECTGROUP

4-8 Lilian Fowler Place, Marrickville, NSW, 2204

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Perfect Group office use only

Employee's name: _____

Employee to complete

Site Supervisor to complete

Day	Date	Job site address	Client name	Start Time	Finish Time	Lunch break? (Y or N)	Hours worked	Briefly describe what you did today	Supervisor's name	Supervisor's signature
Mon				am pm	am pm					
Tue				am pm	am pm					
Wed				am pm	am pm					
Thu				am pm	am pm					
Fri				am pm	am pm					
Sat				am pm	am pm					
Sun				am pm	am pm					

Instructions on how to use this timesheet:

1. Please write your name on Employee's name;
2. Inform the day and month;
3. Circle AM or PM for your start/finish time
4. Mark YES if you had your lunch break or NO if you didn't;
5. Make sure you get client's supervisor signature EVERY DAY;
6. Use capital letters only, making it as legible as possible;
7. Please send a picture of your timesheet, daily, through ALLOCATIONS on your FieldWorker app.

Client:

All the hours and works performed by Perfect Group representative were carried out under client's supervision and satisfaction. Lunch break is for 30min.

By signing this timesheet Client verifies and acknowledges the above as well as that all temporary staff are supplied in accordance with Perfect Group's Terms and Conditions.