

**TIMESHEET MUST BE RECEIVED BY
CLOSE OF BUSINESS ON FOLLOWING MONDAY**



**TEMPORARY CERTIFIES THAT THIS FORM IS TRUE AND
ACCURATE AND THERE WERE NO INJURIES SUFFERED**

PRINT TEMPORARY NAME	
TEMPORARY SIGNATURE	

AUTHORISED CO-REPRESENTATIVES SIGNATURE CERTIFIES:

The provision of a temporary employee will be seen as acceptance of our Terms of Business.

Hours shown are correct and work was done satisfactorily.

If you directly engage a temporary during the course of a booking with you or within 12 months of the completion of the booking then you must pay the full permanent placement fee as per our terms and conditions.

Similarly, you will be liable to pay the full placement fee if you in turn introduce the temporary to another person, firm or organisation who subsequently engages them.

CLIENT COMPANY	
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**EMAIL TO: payroll@hugo.com.au or FAX TO : (03) 9642 1201
ALSO POST ORIGINAL TO: GPO BOX 750, MELBOURNE, VICTORIA 3001
WEEK ENDING _____**

DATE	DAY	TIME STARTED	TIME FINISHED	TIME OFF INC LUNCH	TOTAL HOURS WORKED
/	MON				
/	TUES				
/	WED				
/	THU				
/	FRI				
/	SAT				
/	SUN				
TOTAL HOURS FOR WEEK (TO NEAREST 1/4 HOUR)					

CLIENT'S AUTHORISING SIGNATURE	
CLIENT'S NAME (Please Print)	

PHONE: (03) 9670 7944 FAX: (03) 9642 1201

**WHITE COPY TO BE RETURNED TO HUGO PERSONNEL
YELLOW COPY FOR TEMPORARY'S RECORDS
BLUE COPY FOR CLIENT'S RECORDS**



TIME SHEET

**USE A SEPARATE TIME SHEET
FOR EACH WEEK AND EACH CLIENT**