

TEMPORARY STAFF TIMESHEET

	Date	Time In	Lunch	Time Out	Hours Worked	Overtime worked
MON						
TUES						
WED						
THURS						
FRI						
SAT						
SUN						
				TOTAL		

Client		Employee	
Client Contact		Position Title	
Client Signature		Employee Signature	

Consultants Name	Consultants Mobile	Consultants Email
Cathy Litton	0422 888 040	cathy@littonandrews.com
Sally Andrews	0408 882 963	sally@littonandrews.com

Client Approval	
By approving this timesheet, the Client confirms the hours shown are correct and will accept Litton Andrews invoice for the hours in accordance with our Terms of Business.	
Client Name	
Client Signature	

Please email your completed and approved timesheet to Litton Andrews at admin@littonandrews.com by 2pm on Friday.

Should you have any concerns, please contact Litton Andrews on 1300 434 133

Office Use Only			
Candidate		Billing Date	
Client		LA Consultant	