

Timesheet

Orebody Mining Services

**Please ensure we receive this timesheet by
10:00am Monday**
Email: perth@orebodyms.com.au or
Fax: 08 9478 1499
(Emailed timesheets preferred)

Candidate Name: _____

Client Name: _____ Site: _____

Week Ending: _____
(Sunday)

For accounting purposes please ensure your timesheet is completed fully, including **start and finish times** and use **black ink pen** so copies are easy to read.

| | Date | Start Time | Finish Time | Daily Hours Worked | Comments |
|----------------------------|------|------------|-------------|--------------------|----------|
| Monday | | : | : | | |
| Tuesday | | : | : | | |
| Wednesday | | : | : | | |
| Thursday | | : | : | | |
| Friday | | : | : | | |
| Saturday | | : | : | | |
| Sunday | | : | : | | |
| Total Hours Worked: | | | | | |

*Pay week is Monday to Sunday. It is your responsibility to make sure timesheets are received on time each week.

Candidate Signature: _____

Client Authorisation: I verify the hours stated are correct.

Client Signature: _____

Client Name: _____

(Please Print)