

CONTRACTOR TIMESHEET

Contractor: _____ Contractor Signature _____

Invoice Company Name: _____ GST No. _____

Place of Employment _____ Fortnightly Ending: _____

Consultant: _____

Assignment Continuing _____ Assignment Ceasing _____

(Please tick if continuing or ceasing)

It is hereby certified that the above named Contractors worked the hours stated and received a site – specific induction. There is a min. 4 hour charge per day. Clients do not pay for unworked lunch hours. Contractors are paid to the nearest quarter hour

DATE	DAY	START TIME	END TIME	LESS LUNCH BREAK	TOTAL HOURS
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

Total Fortnightly Hours

Please authorise that hours worked as stated above are correct. It is hereby agreed that if we re-employ the contractor (s) on this timesheet, either directly or through any other agency as a permanent, contracted or temporary member of staff within a period of twelve months from this date, we will enter into a contract with you for a permanent contract or temporary fee at standard or contract rates. ALIGNZ Recruitment staffs are under client supervision and responsibility while on assignment.

Timesheets must be in before 10am Monday morning to ensure prompt payment. Please return your signed timesheet via fax on Hamilton 07 855 2739 or Auckland 09 279 9987 or via email accounts@alignzrecruitment.co.nz

(AR. Aug. 2013)