



Private & Confidential

## K2 RECRUITMENT - TIMESHEET

This fax originates from K2 Recruitment and may contain confidential information. If you are not the intended recipient, then any use, disclosure or copying of the document (s) is unauthorised. If you have received this document in error, or are having problems with this facsimile please telephone 1300 558 104

**\*\*\*PLEASE FAX COMPLETED TIMESHEET TO YOUR LOCAL K2 RECRUITMENT OFFICE AND DON'T FORGET TO LEAVE A COPY OF YOUR TIMESHEET WITH THE CLIENT\*\*\***

### K2 Recruitment Fax Number: 1300 558 204

Week Ending Tuesday: \_\_\_/\_\_\_/\_\_\_

Temporary's Name (please print): \_\_\_\_\_

Client's Company Name (please print): \_\_\_\_\_

DAY	DATE	START TIME	FINISH TIME	MEAL BREAK	ACTUAL HOURS WORKED
WED					
THU					
FRI					
SAT					
SUN					
MON					
TUE					
TOTAL HOURS					

**CLIENT AUTHORISATION:**

The client's signature verifies that the hours shown are correct and the work was performed in a satisfactory manner. Temporary staff are supplied in accordance with K2 Recruitment Terms of Business. A permanent release fee will apply should this person join your or an associated payroll within 12 months of the finishing date of this timesheet, such fee will be as per K2's schedule of fees.

**Client's Signature:**

\_\_\_\_\_

**Client's Name (please print):**

\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Note: Wages will not be paid until a time sheet has been signed by you and the client.

**We would greatly appreciate any REFERRALS – either CANDIDATES looking for TEMP work or CLIENTS seeking TEMP or PERMANENT Office Support Staff – Please pass our details on! info@k2.net.au**

**TEMPORARY'S DECLARATION:** I have worked the above hours and sustained no injuries.  
**TEMPS** – please take 2 copies (1 for the client and 1 for yourself)

Temp's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_