

TIME SHEET

WEEK ENDING: _____

CONTRACTOR

NAME: _____ COMPANY: _____

SITE: _____

DAY	DATE	START	FINISH	BREAKS	TOTAL	Daily Authoriser Initials	NORMAL	Tx ½	Tx2	T2x ½
Monday Role:										
Tuesday Role:										
Wednesday Role:										
Thursday Role:										
Friday Role:										
Saturday Role:										
Sunday Role:										
TOTAL										
Above section for office use only										

ALLOWANCES (ex: LAFHA, site allowance, travel, etc)

Important note: It is the employee's responsibility to fill out the hours worked on the timesheet and to ensure the time sheet is approved by his/her supervisor and; faxed/ emailed back to Makibe Australia Pty Ltd by **12pm on the Monday** of the following week.

Authoriser Approval:

I accept the above hours as services rendered and agree to accept and pay any invoice in respect of these services as the agreed rate, and to abide and accept the Terms and Conditions

Contractor Signature: _____ **Authoriser Name:** _____

Authoriser Signature: _____ **Authoriser Title:** _____

Date / /