



TIMESHEET

PLEASE SUBMIT COMPLETED TIMESHEET BY 10AM MONDAY

SCAN & EMAIL TO: ADMIN@BEETROOTCONSULTING.COM

FAX TO: 9699 1184

TALENT PLEASE NOTE: 1 COMPLETE A SEPARATE TIMESHEET FOR EACH ASSIGNMENT AND FOR EACH WEEK'S WORK. 2 EACH TIMESHEET MUST BE SIGNED BY YOUR SUPERVISOR, OR YOUR SUPERVISOR'S ALTERNATE TIMESHEET SIGNATORY. 3 IN ORDER TO BE PAID, YOU MUST SCAN AND EMAIL THIS COMPLETED AND SIGNED TIMESHEET TO BEETROOT BY 10AM ON MONDAY. ALTERNATIVELY, YOU CAN FAX TO 9699 1184. 4 DEPENDING ON YOUR AWARD, HOURS WORKED IN EXCESS OF 38 OR 40 HOURS/WEEK MAY CONSTITUTE OVERTIME. PLEASE CONTACT BEETROOT TO CONFIRM RATE.

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|--------------------------------|--------------------|
| YOUR NAME: | COMPANY NAME: |
| WEEK ENDING SUNDAY: | SUPERVISOR'S NAME: |
| SUPERVISOR'S TELEPHONE NUMBER: | |

| ROUND TO NEAREST 15 MINUTE INTERVAL | START TIME | END TIME | MINUS LUNCH | TOTAL HOURS |
|-------------------------------------|--------------------------|----------|----------------------|-------------|
| MONDAY | : | : | : | : |
| TUESDAY | : | : | : | : |
| WEDNESDAY | : | : | : | : |
| THURSDAY | : | : | : | : |
| FRIDAY | : | : | : | : |
| SATURDAY | : | : | : | : |
| SUNDAY | : | : | : | : |
| | | | TOTAL REGULAR HOURS | : |
| ASSIGNMENT COMPLETED | <input type="checkbox"/> | | TOTAL OVERTIME HOURS | : |
| ASSIGNMENT WILL CONTINUE | <input type="checkbox"/> | | TOTAL HOURS WORKED | : |

| | |
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| TALENT SIGNATURE: | CLIENT SIGNATURE: |
| Before signing below, please make sure that all hours and totals are correct. | Before signing below, please make sure that all hours and totals are correct. You will be billed for the hours listed above. |
| <i>I certify that the hours shown are correct.</i> | <i>I certify that the hours shown are correct and authorise payment.</i> |
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