

timesheet

future prospects
macpeople

Candidate name:

Company name:

Company address:

Week ending Sunday/...../.....

Date worked	Start	Lunch	Finish	Hours	(Office use)
Monday / /					
Tuesday / /					
Wednesday / /					
Thursday / /					
Friday / /					
Saturday / /					
Sunday / /					
Total hours worked					
Record all hours to nearest quarter. Do not show odd minutes.					

assignment

completed

ongoing

candidate signature

- I confirm that I have worked the hours as stated above.
- I acknowledge that any payment due to me is conditional upon authorisation of this timesheet by an authorised officer of the company named above.

Candidate signature: Date:.....

client signature

As an authorised officer of the company named above, I confirm that the hours as stated are a true and accurate record and that the work was performed to a satisfactory level.

Name of authorised officer:.....

Client signature:.....

NB: Your signature indicates acceptance of the Future Prospects / MacPeople Terms and Conditions.

important notes for candidates

- Always use the official timesheet
- Use a separate timesheet for each week and for each assignment
- Authorised timesheets must be received by Monday 10am
- Direct all pay enquiries to Future Prospects or MacPeople
- Be aware of your obligations and undertakings under the "Terms of Engagement"
- Always adhere to the client's hours unless otherwise advised
- Advise your consultant as soon as possible if you are sick or running late for work
- Always dress and present yourself in a business-like manner

OFFICE level 6, 301 george street, sydney nsw 2000
TEL 61 2 9223 3033
FAX 61 2 9223 3133
POST gpo box 4986, sydney nsw 2001
ABN 26 002 530 289

macpeople creative recruitment
EMAIL mail@macpeople.net
WEB www.macpeople.net

future prospects international pty ltd
EMAIL mail@future-prospects.net
WEB www.future-prospects.net