



TIME SHEET

Name of Temp: _____
Client Company: _____
Client Contact: _____
Assignment Address: _____

Please email timesheet to: temp@direction.co.nz (before Friday 6pm of the week worked)

*Week Ending Date: / /2017

Day & Date	Start	Finish	Less Meal Breaks	TOTAL PAID HOURS
MON / /2017				
TUE / /2017				
WED / /2017				
THU / /2017				
FRI / /2017				
SAT / /2017				
SUN / /2017				
TOTAL FOR WEEK				

Temp Agreement: I hereby certify that the hours shown above were worked by me during this week. I also undertake to treat as confidential all work performed by me on this assignment and to abide by my agreement with Direction Recruitment 2015.

Signature: _____

Client Agreement: I hereby certify that the hours shown are correct and that the work was performed to my satisfaction. It is also agreed that, if within 12 months from the date we engage this employee from your agency on a permanent basis, we shall be charged a permanent placement fee at current rates. My company agrees to the Terms and Conditions of Business of Direction Recruitment (2015).

Signature of Client: _____

Title / Position: _____