



Time Sheet

Employee Details					Client Details				
Surname					Name				
First Name					Address				
Position					Supervisor's Name				
Signature					Managers Signature				
Day	Date	Start time	Finish time	Lunch break	Normal hours	Time 1/2	Double Time	Meal Allowance	Other Allowances
M									
T									
W									
T									
F									
S									
S									
Total Hours:									

Terms and conditions

Fax: (02) 8006 4064

1. Timesheets are the responsibility of the employee. Please sign and forward it to Allure Consulting no later than **Monday 2011**. Please feel free to call (02) 8090 5781 to confirm receipt of your timesheet.
2. If you are unable to attend work or have problems with your assignment obligations, please contact Allure Consulting and speak with one of our experienced Consultants immediately.
3. As an Allure Consulting employee, you are not to seek employment on a direct basis from a Allure Consulting client.
4. Please contact Allure Consulting if the basis or term of your employment or contract varies from the initial specification.