

## TIMESHEET

CANDIDATE NAME	
COMPANY NAME	

**Candidates - It is your responsibility to have timesheets filled out accurately and submitted to our office by 10 am on Monday to ensure wages are processed and paid**

Day	Date	Start Time	Finish Time	Meal Breaks	Total Hours	Office Use
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						

VEHICLE LOG BOOK					Office Use
Day	Date	Reason for Travel	Total KM		Office Use
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					

Please note a conversion fee of 14% of the candidate's total remuneration package will apply should the client make an offer of employment to the candidate within 12 months of the end of this assignment unless otherwise negotiated in writing, as per Edge Recruitment's Terms & Conditions - Temporary Staff.

EMPLOYEE SIGNATURE	Date / /
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SUPERVISOR NAME	
SUPERVISOR SIGNATURE	Date / /

OFFICE USE ONLY	Hours:		
	KM:		<b>TOTAL</b>