

**CONTRACTOR TIMESHEET**  
**PAYROLL CONTACT: Penny Alcock**  
*Ph: (02) 9957 5466 - Fx: (02) 9957 5499*

<b>CONTRACTOR NAME:</b>				<b>OFFICE USE ONLY</b>			
<b>CLIENT NAME:</b>							
<b>TIMESHEET FOR FORTNIGHT ENDING SUNDAY:</b>				S	M	P	B

It is important that the Sunday date of the fortnight that you have worked is put above so we can get your pay done promptly. If the Sunday date is not filled in it is possible for your pay to be delayed.

		Start Time	Finish Time	Less Breaks (in Hours)	Total Normal Hours	Overtime at time & a half	Overtime at double time
/ /	Monday						
/ /	Tuesday						
/ /	Wednesday						
/ /	Thursday						
/ /	Friday						
/ /	Saturday						
/ /	Sunday						
<b>Total Normal Hrs</b>							
					<b>Total Overtime</b>		

		Start Time	Finish Time	Less Breaks (in Hours)	Total Normal Hours	Overtime at time & a half	Overtime at double time
/ /	Monday						
/ /	Tuesday						
/ /	Wednesday						
/ /	Thursday						
/ /	Friday						
/ /	Saturday						
/ /	Sunday						
<b>Total Normal Hrs</b>							
					<b>Total Overtime</b>		

Please ensure that your timesheet is faxed to or emailed ([accounts@caddencrowe.com.au](mailto:accounts@caddencrowe.com.au)) to Penny Alcock by 10am and that it is completed and signed by the authorised representative of the client.

\_\_\_\_\_  
 CONTRACTOR SIGNATURE

\_\_\_\_\_  
 CLIENT SIGNATURE:

I hereby confirm that the hours stated on this time-sheet are correct and that the work has been satisfactorily completed to standard. I authorise Cadden Crowe to invoice at the agreed rates for the payable hours above.

**TIMESHEETS MUST BE AUTHORISED BY THE CLIENT BEFORE PAYMENT CAN BE MADE**

Please note additional timesheets are available at [www.caddencrowe.com.au/timesheets.doc](http://www.caddencrowe.com.au/timesheets.doc)

