



HELP WHEN YOU NEED IT

## Employee Timesheet

Please return your timesheet and invoice by SUNDAY of every week. Timesheets must be signed by your site supervisor and can be submitted by one of the following methods: BY EMAIL: [accounts@eastlabourhiregroup.com.au](mailto:accounts@eastlabourhiregroup.com.au);

Employee Name:	
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Day	Date	Start	End	Client	Site Address	Total hours	Client Rep. Signature
1							
2							
3							
4							
5							
6							
<b>Total Hours</b>							



A.B.N 28 166 128 472

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[www.eastlabourhire.com.au](http://www.eastlabourhire.com.au)

By virtue of engagement of work under the direction of East Labour Hire Group which includes acceptance of employment or provision of services, you acknowledge that you have read and understood the terms and conditions and agree to be bound by them. A copy of our terms of conditions can be downloaded from our website at [www.eastlabourhire.com.au](http://www.eastlabourhire.com.au).