



**EMPOWERING ORGANISATIONS AND INDIVIDUALS TO REACH THEIR FULL POTENTIAL**

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 15 Murphy street, Wangaratta VIC 3677

Client Name: .....

Employee: .....

Address: .....

Employee Signature: .....

*No Payment will be made without a signed timesheet*

**Note:** 24 Hour Clock e.g. 1:00 pm = 1300

Day	Date	Start	Stop	Start	Stop	Total Hours Worked	OFFICE USE ONLY				Allowance/Comments
							Ord	1 1/2	2	2 1/2	
Mon											
Tues											
Wed											
Thur											
Fri											
Sat											
Sun											
<b>Total</b>											

Client Signature: ..... Area: ..... Date: .....

*This signature signifies acceptance of the total hours and the Terms and Conditions of JPEX Recruitment*