



**CA MANAGEMENT SERVICES PTY LTD**

88 Burswood Road, Burswood WA 6100  
 PO Box 590, South Perth WA 6951  
 T: (08) 9470 9922  
 F: (08) 9470 9955  
 W: www.caman.com.au  
 E: enquiries@caman.com.au  
 A.B.N. 73 009 282 240

**RECRUITMENT & HR**

**BUSINESS CONSULTING**

**TECHNOLOGY SUPPORT**

**PCWORKS.COM.AU**

## Timesheet

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

	Date	Start	Finish	Lunch	Hours worked	
					Ordinary	Overtime
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Sunday						

**TOTAL**

Office use only	Rate \$		
	Amount \$		

- I/We acknowledge acceptance of your terms of payment which are 7 days from receipt of invoice.
- In accordance with the award, overtime will be charged on time over and above an 8 hour day and/or a 38 hour week.
- Weekend and Public Holidays will attract penalty rates
- Client is bound by the conditions of CA Management Services Pty Ltd terms of business.
- If an applicant is offered a permanent position within six months of introduction by way of resume or temporary position, a fee is applicable.

Is this assignment continuing next week?

YES       NO

\_\_\_\_\_  
 Supervisor's Signature  
*Approving work standards and confirming total hours for payment*

\_\_\_\_\_  
 Employee's Signature  
*I have worked the above hours and no injuries were sustained*

WHITE: CLIENT'S COPY

YELLOW: CA MANAGEMENT COPY

PINK: EMPLOYEE'S COPY