



Office Phone Numbers

Sunshine Coast: (07) 5430 8555
 Brisbane: (07) 3238 0800

partners in people

TIMESHEET TO BE FAXED TO:
(07) 5479 2133 – SUNSHINE COAST
(07) 3217 6932 – Brisbane & South East QLD

BEFORE 1.00 PM Monday.

Client Authorisation

By signing this form you are verifying that the hours stated are correct. Signature of this timesheet shall be deemed as acceptance of the AWX Pty Ltd terms of business.

NAME *(Please Print)* _____

SIGNATURE _____

Candidate Authorisation: By signing this timesheet I certify that the below hours are correct. I agree that any payment due to me may be adjusted by setting off any overpayment made in a prior period should my timesheet not agree with payments already paid. I understand that fees will not be paid unless the client (direct supervisor) has signed this timesheet.

DATE	DAY	CLIENT	LOCATION	CLIENT ORDER NUMBER(S)	START	LESS: BREAK	FINISH	TOTAL	Please read Client Authorisation clause above before signing	
									Supervisor Print	Supervisor Sign
	MON									
	TUES									
	WED									
	THURS									
	FRI									
	SAT									
	SUN									

Please Note: All injuries, accidents, near misses and dangerous events must be reported to AWX on the phone number applicable to your region listed above within **24 hours of the incident occurring**, no matter how serious or minor, this is a legal requirement.

Unable to make it to work? You are required to contact AWX at least one hour before your shift is due to start.

Office Use Only	Client	Normal	Time and Half	Double Time	Subtotal	Travel	Allowances
Total Hours							

***** Please ensure that timesheets are submitted within 2 weeks of date worked to ensure timely payment.*****