



Office Phone Number

Mackay: (07) 4961 8999

partners in people

TIMESHEET TO BE FAXED TO:  
**(07) 4951 4177 – MACKAY**

**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
<b>Total Hours</b>							

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