



Office Phone Numbers

Brisbane: (07) 3238 0800

TIMESHEET TO BE FAXED TO:

(07) 3217 6932 – Brisbane North

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.*****