



Contractor name: _____

Name of client you are assigned to: _____

Week ending date: _____

Date	Day	Start time	End time	Less lunch break	Total hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
				Week Total	

Independent contractors are entitled to a minimum half hour (unpaid) lunch break. Hours are calculated / paid to the nearest quarter hour.

Please authorise below that the hours above are correct.

Client signature: _____ Client name: _____

Client title: _____ Date: _____

Independent contractor signature: _____

IMPORTANT: Timesheets must be delivered to your supervisor after your shift on Friday or Sunday for signing.
To ensure prompt payment scan to: accounts@traderecruitment.co.nz