



# Weekly Timesheet

Timesheets must be with Smart Group before **9:00am** on the Monday following week of work. Please note any failure to provide timesheet by this deadline will result in a delay in payment of wages.

**Branch:**

Tel:

Fax:

Email:

Customer Order/Ref No.		Cust A/c No.		Week Ending Friday:		Payroll Week No.	
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Assignment: \_\_\_\_\_

Customer Address:	Contact Details:

**Customer Information:** Any queries or questions relating to the time sheet should be addressed to your point of contact at Smart Group Recruitment Solutions. Our invoice for the time sheet will be supplied separately, duplicate or copy timesheets are available upon request.

Temp No.	Temporary/Contractors Name	Hours Worked (excluding breaks, etc)							Total
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	

I hereby certify that the total hours have been satisfactorily worked and that payment will be made according to the agreed terms of business with Smart Group

Customer Authorised Signature		Date	
Print Name		Position /Title	