



Employee Name: _____
 Customer: _____
 Manager Name / Authorised Person _____

Day	Date	Time Start	Break	Finish Time	Ordinary Hours	Additional Comment, overtime etc
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Totals						

Client Authorisation	
I certify that the hours above are correct and I have received and agreed to Recruitment Now Limited Terms and Conditions	
Client Name	_____
Client Signature	_____
Purchase Order Number (if required)	_____

Candidate Confirmation	
I certify that the hours above are correct.	
Candidate Name	_____
Candidate Signature	_____

Please email completed timesheet to timesheets@recruitmentnow.co.nz by 11.00 am each Monday.