



Pegasus Global
Recruitment Solutions

Pegasus Global Pty Ltd
Pegasus IT Consulting Pty Ltd

Weekly Timesheet

Contractor Name:	
Client Name:	
Week Ending:	

PLEASE FAX COMPLETED TIMESHEET (WITH INVOICE IF OWN COMPANY) TO (02) 9299 6525
Please fax by 5.00pm every Monday

	Date	Start Time	Lunch	Finish Time	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total hours this week					
Equivalent days this week					

PLEASE NOTE: Hours worked are to be recorded to the nearest ¼ hour and total hours should exclude lunch breaks. Ensure that both yourself and the client's authorised agent sign the timesheet.

Contractor Signature:	
Date:	
Authorised by:	
Print Name:	

This timesheet must be signed by a person duly authorised by the client

<input type="checkbox"/>	Please Tick this box if this will be your last timesheet	<input type="checkbox"/>	Date contract ended
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