

Contractor Timesheet

Please fax your timesheet fortnightly to (09) 302 3811 by 10.00am Monday

Numero (New Zealand Ltd) PO Box 37557 Parnell Tel: (09) 302 3810	Period Ending:	
	Contractor Name:	
	Contractor Role:	
	Client Contact:	
	Client Company:	

(NB: Please complete to the closest 15 minute (.25) interval)

Day/Date	Start Time	Finish Time	Breaks	Total Hours (less breaks)
<i>e.g. Tuesday (08-07-08)</i>	<i>8.00am</i>	<i>5.00am</i>	<i>0.75</i>	<i>8.25</i>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
			Weekly Total:	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
			Weekly Total:	
			Overall Total:	

Assignment: Continuing Finished:

NB: You must include your invoice with your signed timesheet for payment to be made.

Timesheet Approval:

Client Contact (Name:) _____

Client Contact (Signature): _____

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