



Authorised timesheets must be emailed to Mills Recruitment by 5.00pm Monday

Email: [timesheets@millsrecruitment.com.au](mailto:timesheets@millsrecruitment.com.au)

## TIMESHEET

Week Ending Friday:	
Name:	
Position:	
Client Company:	
Assignment Status	Continuing <input type="checkbox"/> Finished <input type="checkbox"/>

	Date	Start	Finish	Less Break	Total Hours	Office use only
						Total
<i>Mon</i>						
<i>Tues</i>						
<i>Wed</i>						
<i>Thurs</i>						
<i>Fri</i>						
<i>Sat</i>						
<i>Sun</i>						
<i>Total</i>						

I hereby verify that the hours shown on this timesheet are true and correct and during this time I have not sustained any injuries.

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

### Client Authorisation:

As an authorised officer of the company, I verify the hours shown as true and correct and accept Mills Recruitment' Terms of Business. Additionally, I confirm that the Mills Recruitment' candidate on assignment has completed the company's induction process and is aware of all relevant safety procedures.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

**PLEASE REPORT ANY UNSAFE WORK PRACTICES TO MILLS RECRUITMENT IMMEDIATELY**

**Bringing Great People Together**

12/21 Roydhouse St Subiaco WA 6008

[millsrecruitment.com.au](http://millsrecruitment.com.au)

MILLS -TP-0002 Timesheet