



**1300 345 857**

G2 89-99 Princess Hwy Kogarah NSW 2217  
 Po Box 605 Kogarah NSW 1485  
**Ph: (02) 9550 5954**  
**Fax: (02) 9550 6954**  
[www.workplacetraffic.com.au](http://www.workplacetraffic.com.au)

**Employee Name:** .....

**Client:** .....

**Client Site Contact:** .....

**Client Signature:** .....

**Email:** [timesheet@workplacetraffic.com.au](mailto:timesheet@workplacetraffic.com.au)

**(PHOTO/SCAN WHITE COPY!)**

**Job No./Site:** .....

DAY	DATE	START TIME	FINISH TIME	LESS BREAK	ORDINARY	DOUBLE TIME	WORK IN RAIN	CLIENT INITIAL
<b>TUES</b>								
<b>WED</b>								
<b>THU</b>								
<b>FRI</b>								
<b>SAT</b>								
<b>SUN</b>								
<b>MON</b>								

Notes:

**TOTALS**

**(PHOTO/SCAN WHITE COPY!)**

Inclement Weather							
DAY		HOURS		DAY		HOURS	
DAY		HOURS		DAY		HOURS	

**Copies:** *White - Client Yellow - Employees*

*Note: Timesheets in by 10 am TUESDAY!*

**Timesheet Number**