



Timesheet #

Office use only

PKL Timesheet

Name: _____

Company: _____

State: NSW VIC

Week ending Sunday:

Date	Day	Start time hours:mins	Break hours:mins	Finish time hours:mins	Total hours
	Mon				
	Tues				
	Wed				
	Thurs				
	Fri				
	Sat				
	Sun				
Total Hours					

Client Authorisation

Signature signifies compliance with PKL's Terms of Business and acceptance of hours to be charged including overtime and other penalties according to relevant State award.

A permanent placement fee is payable to PKL should a temporary candidate be placed permanently on your staff within a period of twelve months from the completion of the last assignment.

Client Name: _____

Client Signature: _____

Job Title: _____

Department: _____

Assignment continuing: Yes No

**Fax to: (03) 9608 0399 OR
Email to: payroll@pkl.com.au**

Timesheets must be received by 6pm Friday

SYDNEY
Level 6, 309 George Street, Sydney NSW 2000
Tel: 02 9232 4980 Fax: 02 9232 5990

MELBOURNE
Level 9, 356 Collins Street, Melbourne VIC 3000
Tel: 03 9608 0333 Fax: 03 9608 0399