



Trade Labour Hire Pty Ltd Time Sheet

Employees Name: _____

Position: _____

Date	Day	Start	Lunch Y/N	Finish	Total	Company	Supervisor	Supervisor Signature
	Mon							
	Tue							
	Wed							
	Thu							
	Fri							
	Sat							
	Sun							

LABOUR STAFF PLEASE NOTE

- All employees must use Trade Labour Hire timesheets. If you don't have timesheet, ask our office to send one
- Please fill the timesheet properly and ask your Supervisor to sign it. Without your supervisor's signature, payments will not be processed!
- It is **your responsibility** to deliver, fax or email your timesheet to Trade Labour Hire
 A: Suite 2 Level 1 11-13 Aird Street Parramatta 2150.
 F: 02 9635 6687 E: info@tradelabourhire.com.au
- Timesheet to reach Trade Labour Hire office by midnight on **Tuesday** otherwise payments will be delayed.

Head Office: Level 1 Suite 2, 11-13 Aird St Parramatta, NSW 2150. **Postal Address:** PO Box 1067 Parramatta NSW 2124

p. 02 9635 6677 **f.** 02 9635 6687

e. info@tradelabourhire.com.au **w.** www.tradelabourhire.com.au