

To: Horizon Recruitment Ltd  
Fax: 09 9144600



## CONFIRMATION OF SERVICES - TIMESHEET

Designated Person: \_\_\_\_\_

Client/Company: \_\_\_\_\_

Reporting to: \_\_\_\_\_

Assignment : \_\_\_\_\_

Week ending Sunday      /      /     

### Designated Person Agreement:

*I confirm that the hours shown were worked by me and I report that I have suffered no adverse medical condition during the hours worked. I will treat all work performed as strictly confidential. If I should be offered work either as a contractor or by way of temporary, casual, part-time, full-time or fixed term employment by the above named client, I agree to discuss the opportunity offered with Horizon management before acceptance.*

	Date	Morning		Afternoon		Time worked *		
		Start Time	Finish Time	Start Time	Finish Time	Hours	Minutes	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Hours and minutes worked this week (to nearest ¼ hour) <b>Total:</b>								

- \*Time worked is the total hours and minutes worked but does not include time taken for a meal break.
- If you work in excess of 6 hours you must allow a minimum of a ½ hour meal break after each 4 hour work period.
- PUBLIC HOLIDAYS: Do not record any hours for a Public Holiday unless you specifically worked on the day

Designated Person Signature: \_\_\_\_\_

*Please leave a signed copy of this timesheet with our client and forward the original to Horizon by 6.30PM Friday. To ensure payment, Horizon must receive your completed and signed timesheet no later than noon on Monday following the week worked.*

### Client Agreement:

*The Client confirms the hours, as set out, are correct and accepts Horizon has provided these services upon the terms and conditions of its 'Agreement for Supply of Contract Staff'. If the Designated Person is offered work, either as a contractor or by way of temporary, casual, part-time, full-time or fixed term employment by the Client at any time within six months of the completion date of this work assignment, the Client agrees to pay Horizon the scale fee then applying for such an appointment.*

*For the client:*

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

Title / Position: \_\_\_\_\_

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