

To: Horizon Recruitment Ltd  
 Email: [temp@horizonrecruitment.co.nz](mailto:temp@horizonrecruitment.co.nz)  
 Fax: 09 9144600



**CONFIRMATION OF SERVICES – Record of Hours**

**Horizon Contractor to complete this section:**

Designated Person :(You) \_\_\_\_\_

Client/Company:(Place of work) \_\_\_\_\_

Reporting to:(Supervisor while at work) \_\_\_\_\_

Assignment: (Role) \_\_\_\_\_

Week ending Sunday \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*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 as a volunteer or as a contractor or by way of temporary, casual, part-time, full-time or fixed term employment as a result of being on this assignment, I agree to discuss the opportunity offered with Horizon management before acceptance.*

Date	Day	Start time	End Time	*Meal Break	Total hours less meal break	
					Hours	Minutes
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
<b>Weeks Total:</b>						

*\*Time worked is the total hours and minutes worked but does not include time taken for a meal break*

**Payments are unable to be processed unless an appropriate invoice is provided with this report**

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

*Once fully completed by you and signed by you and our client, please leave a signed copy of this report with the client and email the original to Horizon before 10:30am Monday to ensure prompt payment. Email to: [temp@horizonrecruitment.co.nz](mailto:temp@horizonrecruitment.co.nz)*

**Client to complete this section:**

*Our temps are paid to the nearest ¼ hour. Our clients do not pay for unworked meal breaks or unworked public holidays. You confirm the hours, as set out, are correct and accept Horizon has provided these services upon the terms and conditions of its 'Agreement for Supply of Temporary and Contract Staff'. If the Designated Person is offered work, as a volunteer, as a contractor or by way of temporary, casual, part-time, full-time or fixed term employment as a result of being on this assignment at any time within six months of the completion date of this work assignment, you agree to pay Horizon the scale fee then applying for such an appointment.*

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

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

Purchase order No: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (if any)