

RECORD OF HOURS

Start Here: **WORK DETAILS**

Client Company:	
Site / Project Name / Client Ref Number (if applicable):	
Week ending (Sunday):	

1. Record the **ACTUAL** hours worked. Record time taken for lunch.
2. Get your client/supervisor to approve and sign the hours worked (we cannot pay otherwise)
3. Sign the **AUTHORISATION**.
4. Provide us with a GST invoice. Then:
5. By **MONDAY morning** send this signed form to us : by **FAX to 04 499 0955** OR/ **EMAIL** to **TIMESHEETS@ROBLAWMAX.CO.NZ** OR/ contact **MARGARET** on **04 917 0854**

1. HOURS WORKED	START TIME	FINISH TIME	LUNCH TAKEN	TOTAL
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL HOURS WORKED:				

2. CLIENT / SUPERVISOR AUTHORISATION and 3. Your SIGNATURE

I hereby confirm these hours to be correct and that I agree to the terms and conditions set out in the RobLawMax Terms of Business for Contract Persons .			
Signature:		Client Supervisor Name:	
I hereby confirm these hours were worked by me on this assignment. I also agree to treat all work performed by me on this particular assignment as strictly confidential at all times and no information gained during the course of this assignment will be communicated to any third party.			
Signature:		PRINT Your Name:	

4. HAVE YOU PROVIDED A GST INVOICE WITH THIS RECORD OF HOURS?

5. By **MONDAY** morning send this signed form to us.