



**To:**  
**Date:**  
**Phone:**  
**Fax:**  
**From:**  
**Reference # :**

<b>Date</b>	<b>Name</b>	<b>Dept</b>	<b>Start Time</b>	<b>Break Start</b>	<b>Break Finish</b>	<b>Finish Time</b>	<b>Total Hour</b>	<b>Staff Sign</b>	<b>Mang Sign</b>

**Please fax this completed timesheet back to us on 1300 729 980 at the completion of the shift**

**\*Late Bookings-If Staff are booked with less than 12 hours notice, a 1 hour surcharge will apply**