

IT RECRUITMENT

"Placing People First"

TIMESHEETS

Timesheets

Each Monday the contractor shall submit to the client a timesheet detailing the hours worked during the previous week. The timesheet is to be signed by the client's authorised personnel and forwarded to IDPE Consulting Group (Facsimile: 04-472 2211) no later than Tuesday of that week. This is to be done on a weekly basis.

IDPE will pay the contractor for services carried out by direct credit on the last Thursday of the Calendar Month

Invoices

An acceptable tax invoice is required from the GST Registered Contractor to coincide with the IDPE invoicing schedule. These can be faxed or emailed (KimT@idpe.co.nz) no later than Tuesday of the pay week.

Contractors Name :	
Reporting To :	
Client :	

	Date	Morning		Afternoon		Totals
		Start	Stop	Start	Stop	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Week Ending				Total Hours/Days		

Client Authorisation _____

Contractors Signature _____