



## TIMESHEET

Please email timesheets by **10 am each Monday** to:

[accounts@australiantrackservices.com.au](mailto:accounts@australiantrackservices.com.au)

**A late timesheet may result in a late payment. For any timesheet issues please call 02 9606 4940**

Worker's Name:		Classification:	
Client Name:		Job/Site Location:	
Week Ending Date:		Purchase Order No:	

	Date	Start Time	Finish Time	Break	Paid Hours	Ord	1.5	2.0	Night Shift	Travel	Meal	LAHA
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
<b>Total:</b>												

Allowances / Notes:

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WORKER SIGNATURE		SUPERVISOR SIGNATURE	
DATE:		DATE:	

**Please ensure that you immediately report all accidents or incidents to Australian Track Services 0432 791 180**