

**TIME SHEET**  
 Temporary Division

*EXECUTIVE  
 IT & T  
 SALES & MARKETING  
 SECRETARIAL  
 ADMINISTRATION  
 BANKING & FINANCE  
 LEGAL  
 ACCOUNTING*

Client \_\_\_\_\_  
 W/Ending \_\_\_\_\_  
 Temp Name \_\_\_\_\_  
 Report To \_\_\_\_\_

**Hours Worked** (Client please initial all alterations or erasures)

	From	To	Less Lunch	Net Hours Per Day
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
<b>NET TOTAL HOURS</b>				

Will your assignment be continuing next week?  Yes  No

Please ensure your time sheet is signed and faxed no later than 3PM on Friday.

Dear Temporary,

If there is a vacancy or opportunity for permanent employment at the company which you are currently temping at, please direct all enquiries about the position to us here at Priority. Thank you.

Client Signature \_\_\_\_\_ Position \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

**CLIENT PLEASE HAND TOP COPY TO TEMPORARY AFTER SIGNATURE.**

Nature of Assignment \_\_\_\_\_

**IMPORTANT:** Should the Client employ a person who has been introduced through Priority Appointments by way of temporary work or as a short listed candidate within 12 months of the introduction, our normal fee structure will apply.  
 Please note that all workplace occupational health and safety incidents are to be reported to Priority Appointments as soon as they occur in accordance with Occupational Health and Safety Legislation.

