



T I M E S H E E T

Name:		Week Commencing:	
Client			

								Perform Office Use Only	
	Start Time	End Time	Gross Hours	Breaks	Net Standard Hours	Additional Hours	Comments	Normal Hours	Additional Hours
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
		Total							

Approvals:

	Consultant	Client		
			Approval for Standard Hours	Approval for Additional Hours
Name		Name		
Signature		Signature		

Consultants: On completion, please fax to PERFORM on 03 9626 2414 not later than 5pm each Friday