

NAME: _____

CLIENT: _____

PERIOD ENDING: _____

WORK TEL No: _____

Week	Day	Dates	Days Worked
1	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
2	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
3	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
4	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
5	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Total days for period			

SIGNED: _____

CLIENT AUTHORISATION: _____

DATE: _____

PRINT NAME: _____

DATE: _____

MONTHLY PAID CONTRACTORS CAN RECEIVE PAYMENT EITHER BEFORE THE END OF EACH MONTH OR PER CALENDAR MONTH. PLEASE SEE BELOW:

PURCON MONTH

PLEASE REFER TO THE PAYMENT SCHEDULE SENT WITH YOUR CONTRACT TO ENSURE YOU RECEIVE PAYMENT BY THE END OF THE MONTH. IF TIMESHEETS ARE RECEIVED AFTER THE SPECIFIED DATE PURCON WILL RESERVE THE RIGHT TO PROCESS PAYMENT THE FOLLOWING MONTH.

CALENDER MONTH

PLEASE FORWARD YOUR TIMESHEETS FOR PROGRESSING WITHIN 5 WORKING DAYS AFTER THE END OF THE CALENDER MONTH. PAYMENT WILL BE MADE WITHIN TEN DAYS. IF TIMESHEETS ARE RECEIVED AFTER 5 WORKING DAYS PURCON WILL RESERVE THE RIGHT TO PROCESS PAYMENT THE FOLLOWING MONTH.