

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.