



winning moves.

week ending date							must be completed
0:15 minute increments	arrival	departure	less breaks	standard hours	additional hours	total	
monday							
tuesday							
wednesday							
thursday							
friday							
saturday							
sunday							
			weekly totals				

contractor	
g2 regional office	
service provider	
signature	

manager	
position	
company	
telephone	
date	
signature	

white copy to g2 recruitment blue copy to contractor pink copy to manager

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client declaration the above times state an accurate record of hours worked by the service provider whose performance over these hours has been satisfactory and you are hereby authorised to invoice our organisation at the agreed rate, to receive payment in line with all clauses and parts of the prevailing agency terms and conditions of business.