

crew name: _____
 crew contact #: _____
 client company: _____
 client contact: _____
 client location: _____ w/ending [sun]: _____

	date	start	finish	less break/s	onsite ✓	hours
monday						
tuesday						
wednesday						
thursday						
friday						
saturday						
sunday						
record all hours to nearest quarter				total		

::: office use only :::

job #: _____ pay rate: _____ per hour / per day (circle)
 level: _____ employee contractor

crew confirmation:

I confirm that I have worked the hours as stated above and acknowledge that until the client has signed this timesheet, no payment will be made to me.

crew signature: _____ date: _____

crew notes:

- ::: a new timesheet must be completed for each assignment
- ::: keep a copy of your completed timesheet for your records
- ::: approved timesheet must be forwarded to ER by 1800 on Friday (or Sunday, if working the weekend) to ensure prompt payment
- ::: ensure your timesheet is signed by your supervisor at the end of your assignment / working week

client authority:

I verify that the hours stated above are correct and that the work was performed to a satisfactory level. I also understand that ER crew are supplied in accordance with Event Resources Terms & Conditions and accept invoice for the chargeable hours.

client signature: _____

client name: _____ date: _____

client notes:

- ::: signing this timesheet shall be deemed as agreement to Event Resources Terms & Conditions
- ::: ER crew placements are invoiced fortnightly and payable within fourteen (14) days
- ::: employment by a client of ER crew on a permanent basis, renders the client liable to payment of a placement fee
- ::: the client agrees to pay Event Resources hourly or daily charges (inclusive of all on-costs) advised at the time of booking the on-hired crew member for all hours or days actually engaged from the time of the crew member commencing duties. Traveling, hotel or other expenses, as may be agreed in advance, shall be itemised on the invoice in addition to this charge.