

TIMESHEET MUST BE FAXED BY 10AM MONDAY

ARC GROUP TRAINING Ltd – TIMESHEET

Fax: (02) 9635-6466



ABN: 71 098 478 356
Address: Suite 506
Office Tower, Westfield's
Parramatta 2150

Trainee Name: _____ (Please Print)

Week ending Date: ____/____/____

Day	Start Time	Meal Break	Finish Time	Total Hours	Ordinary Hours	Time & a Half	Double Time	Allowances
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
				Total Hours				

Company Name: _____

Authorised By: _____ (Please Print)

Signature: _____

Client Comments/ OH&S Incidents:

- By signing this timesheet I acknowledge that I have received and understand the Terms of Business of ARC Group Training Ltd.