Talent Run

Freelancer timesheet.

Submit your signed timesheet by **10am Friday** to **amy@talentrun.com.au**

01. Complete a separate timesheet for each assignment and for each week's work.
02. Each timesheet must be signed by your Hiring Manager or Supervisor.

FREELANCER NAME	HIRING MANAGER
CLIENT / COMPANY	**WEEK COMMENCING DATE**

	Date	Day/Hour	Rate $	Total
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
			Total Amount $	

Freelancer signature

Check all hours and totals are correct before signing.

I certify that the timesheet is correct.

SIGN HERE

Name Date

Hiring Manager signature

Check all hours and totals are correct before signing. You will be billed for the hours above.

I certify that the timesheet is correct and authorise payment.

SIGN HERE

Name Date

QUESTIONS ABOUT PAY OR TIMESHEETS?

Amy Lee

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