



## Timesheet

**Job Name:** Set Up Staff - Gold Caost  
**Job ID:** 336-423  
**Date:** 3rd September 2013

**Venue:** Sofitel Broadbeach  
 81 Surf Parade  
 Broadbeach QLD,

**Supervisor** \_\_\_\_\_

**Extra Detail** \_\_\_\_\_

**Contact** \_\_\_\_\_

As you record below the hours worked by our staff please also rate them on the listed attributes on a scale of 1 to 5.

*1 = unsatisfactory, 2 = somewhat unsatisfactory, 3 = satisfied, 4 = above expectations, 5 = outstanding*

Staff Name	Start Shift	Break Start	Break Finish	Break Start	Break Finish	Finish Shift	Supervisor Signature	Rating Staff From 1-5
Cheryl Reid	15:30							Presentable
								Punctual
								Productive
								Efficient
Melanie Vaiente	15:30							Presentable
								Punctual
								Productive
								Efficient

**Comment:**

TIME SHEET. FRESH EVENTS + PEOPLE P: 3852 2211 F: 3056 3319 E: [admin@freshevents.net.au](mailto:admin@freshevents.net.au) abn 83 141 555 78

Company's Representative Authorising Signature certifies that hours shown are correct and work was done satisfactorily. A timesheet is a legal document - it is an offence to falsify a timesheet.

**Note:** Timesheets without client signatures will not be authorised/paid.