



119 Clearwater Street, Lynwood Glen, Pretoria, 0081, Gauteng
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www.adogreen.com

TIME SHEET

PLEASE NOTE: This form must be faxed or emailed to our branch by 2.00pm Friday afternoon, in order to facilitate prompt payment

Please to make sure that you press firmly and use a clear ball point pen

Job Position/Designation: _____ Order/Invoice No: _____

Original Commencement date: _____

Company address and tel no: _____

Manager's name: _____

DETAILS OF ASSIGNMENT								
DAY								
Mon								
Tues								
Wed								
Thurs								
Fri								
Sat								
Sun								
TOTAL								

Total Pay Hours In Words (Excluding Breaks) _____

The above Employee worked the hours shown above, and we agree to pay your account in accordance with your terms of business and understand that is we engage the applicant permanently during or after this agreement/assignment, we agree to pay your fee for permanent placements as per the agreed Terms and Conditions with AdoGreen Recruitment.

AUTHORISED BY: _____ SIGNATURE: _____

POSITION HLED: _____ DATE: _____

PLEASE NOTE: The Temporary/Contact Employee is to ensure that a copy of this form has been made to be given to the Client, a copy emailed or faxed to Adogreen, and one copy kept for his/her own records.