



Short Term Girlfriend

TIMESHEET

Please fill in, download, digitally sign and submit a completed timesheet weekly to hello@shorttermgirlfriend.com by no later than 11AM each Tuesday.

Talent please note:

1. Complete a separate timesheet for each weeks work - send through to hello@shorttermgirlfriend.com on Tuesday by 11:00am for the weeks work prior.
2. If being paid directly by the company of your job placement, STGF will send the timesheet through to the contact on your behalf and your payment will be made as per their payment terms.
3. Rate to be paid is as per the contract and confirmation with you prior to the job placement.
4. If STGF are paying you directly, weekly payments will be made on Friday of the week your timesheet is submitted.

Your name	<input type="text"/>	Key Client contact	<input type="text"/>
Company name	<input type="text"/>	Project name	<input type="text"/>

Week ending Sunday - -

Round to nearest 15 minute interval

	Start Time	End Time	Minus Lunch	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
	Total Regular Hours			
	Total Overtime Hours			
	Total Hours Worked			

Assignment complete

Assignment will continue

Talent Signature

Before signing below, please make sure that all hours and totals are correct.

I certify that the hours are correct.

Client Signature

Before signing below, please make sure that all hours and totals are correct. You will be billed for the hours above.

I certify that the hours are correct and authorise payment.