



Please fill in, download, digitally sign and submit a completed timesheet weekly to hello@shorttermgirlfriend.com by no later than Sunday evening.

Talent please note:

1. Complete a separate timesheet for each week's work and send through to hello@shorttermgirlfriend.com by no later than Sunday evening for the weeks work prior.
2. The week ending date to be filled in on your timesheet is always the Sunday of the prior working week ie: same date the timesheet is due.
3. Rate to be paid is as per the Project Details + Fees booking confirmation emailed prior to the job placement and signed off by you.
4. Lunch break must be entered and deducted from the total hours and total hours worked.
5. If being paid directly by the company of your job placement, STGF will send the timesheet through to the client contact on your behalf.
6. If STGF are paying you directly, payments will be made weekly, a fortnight after the working week based on client signed timesheet.

Your Name	Key Client Contact
Company Name	Project Name

Week ending Sunday - -

Round to nearest 15 min 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

Client Signature

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

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.

I certify that the hours are correct and authorise payment.