



ABN 34 159 035 766
 PO Box 272, Glen Forrest, WA 6071
P. (08) 92501766 | **F.** (08) 92501799
E. fastrak@bigpond.com

DATE (WEEK ENDING)

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EMPLOYEE NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL HOURS
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CLIENT INFORMATION

Client: _____	Week Ending: _____
Authorised By: _____	Signature: _____

EMAIL OR FAX THIS TIME SHEET TO THE FASTRAK OFFICE BY 10.00AM MONDAY

E. fastrak.accounts1@bigpond.com F. (08) 9250 1799

Should you directly use the services of a Fastrak employee, this time sheet should be signed by you the client to authorise payment for hours worked. This Time Sheet should be submitted to Fastrak Fabrication and Engineering Pty Ltd in the following manner: fax (08) 92501799 or email fastrak.accounts1@bigpond.com by 10.00am on Monday. By signing this time sheet you acknowledge hours completed by Fastrak employees on your site are accurate, changes to this time sheet cannot be made after payment of wages has been made and authorised to the employee. As a signed copy of this time sheet, the client accepts the terms and conditions of business as secured creditors for Invoices/employee's wages paid to Fastrak Fabrication & Engineering Pty Ltd. This time sheet constitutes a Purchase order and Directors Guarantee on wages paid.