

## Freelance Timesheet

Email completed and approved copy to [sharon@portfoliorecruitment.co.nz](mailto:sharon@portfoliorecruitment.co.nz) by 12pm Monday

Freelancer Name

Client Name

Week Ending (Sun)

	Start time (hh:mm) if paid hourly	Finish time (hh:mm) if paid hourly	Unpaid Break (hh:mm) if paid hourly	Total hours (hh:mm) or days
Example:	9:00	5:30	1:00	7.30
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
			Total for week:	

Managers Name

Client Signature

Date

Freelancer's Signature

Date

Unless otherwise agreed all payments will be made to your nominated bank account.

Client approval by signature accepts that the above hours worked are correct. It also accepts our standard terms and conditions of service and agreement to pay the account in seven days from the date of the invoice unless otherwise agreed with Portfolio Recruitment Ltd.

Payment will not be made to the freelancer unless this timesheet is signed by both Freelancer and the Client.

Please ensure this timesheet is approved by the authorised person at the Client company.

- Client to retain copy
- Freelancer to retain copy
- Completed and approved timesheet to be emailed to [sharon@portfoliorecruitment.co.nz](mailto:sharon@portfoliorecruitment.co.nz) by 12pm Monday
- Please fill in all sections and include total for each day worked and total for week