



Contractor Name:

Client Site:

Sunday Ending:

Day	Mon	Tues	Wed	Thur	Fri	Sat	Sun		Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
Date:																
Task / Project Details as required																
Daily Totals:																

Total for this timesheet:

Signed by Contractor:

Signed and approved by Client:

..... Dated:

..... Dated:
(Signature)

Note: Timesheets to be submitted with your invoice for services at the end of the month. Either by email or fax.

Fax to: Helium Work-Search Limited
 Fax: (04) 916 2187
 Email: accountant@heliumnz.co.nz
 Deadline: Invoices must reach Helium within three working days of the new month.

How to download timesheets from website
 visit www.heliumnz.co.nz, click on candidates tab, and then click on Contractor's Info and FAQ, then click on "Timesheets"