



**IT Recruitment Specialists**

**Contractor** \_\_\_\_\_

**Client** \_\_\_\_\_

**Company** \_\_\_\_\_

**Attention** IT Matters Accounts Department

| <b>Week Ending</b> _____          | <b>Hours Worked</b> | <b>Days Worked</b> |
|-----------------------------------|---------------------|--------------------|
| <b>Monday</b>                     |                     |                    |
| <b>Tuesday</b>                    |                     |                    |
| <b>Wednesday</b>                  |                     |                    |
| <b>Thursday</b>                   |                     |                    |
| <b>Friday</b>                     |                     |                    |
| <b>Saturday</b>                   |                     |                    |
| <b>Sunday</b>                     |                     |                    |
| <b>TOTAL (to nearest 15 mins)</b> |                     |                    |

**Client Authorisation**

We confirm that the above times are correct and we will accept your invoice for the chargeable times.

**Contractor Signature** \_\_\_\_\_

**Client Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**PLEASE FAX OR EMAIL TO THE ACCOUNTS DEPARTMENT BEFORE 11AM TUESDAY TO ENSURE PROMPT PAYMENT.**

**IT Matters Recruitment Services Pty Ltd  
Level 8, 32 York Street, Sydney, NSW 2000  
A.C.N. 091 027 904  
Telephone (02) 9279 2733 Fax (02) 9279 2744  
enquiries@it-matters.com.au**