



INDEPENDENT CONTRACTOR SINGLE TIME SHEET

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NB: Time Sheets must be received by 10am Monday to ensure prompt payment

Contractor Name: _____

Name of Client you are assigned to: _____

Week Ending Date: _____

Date	Day	Start Time	End Time	Less Lunch Break	Total Hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
				Week Total	

Independent Contractors are entitled to a minimum half hour (unpaid) lunch break.
Hours are calculated/paid to the nearest quarter hour.

Please authorise below that the hours above are correct.

Client Signature: _____ Client Name: _____

Client Title: _____ Date: _____

Independent Contractor Signature:
