



FILEforce
 Australia Wide
 Ph 1300 300 395
 Fax 1300 305 395
 www.filing.com.au

**CLIENT
 SERVICE
 REPORT**
 Rev 04/04

EMPLOYEE RETAINS ORIGINAL AFTER FAXING TO OFFICE 1300 305 395 THIS IS A LOCAL CALL FOR CLIENTS AUSTRALIA WIDE

CLIENT NAME (Print)	Year
BRANCH/DEPARTMENT/OFFICE	Week
FILEforce OFFICER	Acc Code

ATTENDANCE RECORD

6 Mins = 1/10 hour or 0.1 hours - Subject to the standard terms and conditions of FILEforce International P/L

DAY	DATE	TASK or JOB ID	START TASK	START BREAK	END BREAK	FINISH TASK	TOTAL HOURS	See contract for terms This time is made up of		
								Normal	Extra time	No Charge
MON		A	0900	1200	1230	1410	4.7			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Subject to the standard terms and conditions of FILEforce International PL							TOTALS			

Performance Statistics

Day	New	Attach	Boxes	Other				Other Comments/ Consumables Used
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

I certify the correctness of the above Employee Signature	I verify time and expenses incurred - Client Signature
Date	Print Surname & Designation - Client Representative