

GUIDELINES FOR COMPLETING YOUR CONTRACTOR TIMESHEET

Timesheets can be downloaded at www.chandlermacleod.co.nz, which can be opened as 'read only' then 'save as'. You can then enter the 'Employee Information' and 'Client Information' and save it somewhere for your convenience, this way you will only need to change the week ending date and times worked each week.

Chandler Macleod
PO Box 7741
Wellesley Street
Auckland 1141

Phone: 09 377 7575
Fax: 09 307 4889

GST Number: 91 - 729 - 407

CHANDLER MACLEOD

UNLEASHING POTENTIAL

BUYER CREATED TAX INVOICE - IRD APPROVED FOR CONTRACTING SERVICES

Please submit by 10:00 am, Monday, to ensure payment in the next pay run.
| Email: accounts@chandlermacleod.co.nz | Fax: 09 307 4889 |

Contractor Information		Client Information	
Surname:	Bloggs	Company Name:	Company International
First Name:	Joe	Purchase Order No.:	(if applicable)
Trading As:	(If applicable)	Client Name:	Jane Smith
Please tick this box if you are not GST registered <input type="checkbox"/>		Client Title:	Finance Controller
GST No.:	012 - 345 - 678	Phone No.:	09 245 6789
By entering a GST No. you are confirming that you are GST registered. GST will not be paid without a GST No.		Client Signature:	<i>Jane Smith</i>
Address:	99 Brown Street, Ponsonby Auckland	Date:	27/05/2016
Signature:	<i>Joe Bloggs</i>	By signing this: -You are verifying the hours worked. -That you are satisfied with the work completed. -That you accept the OCG Consulting Terms of Business.	
Date:	27/05/2016		

Please enter your **Surname** and **First Name** on the timesheet.

Please ensure you enter your **GST No** on your timesheet or tick the box each week.

You **MUST sign** and **date** your timesheet each week.

ROUNDING HOURS WORKED:
Please ensure you round hours to the nearest 1/4 hour.
For example:
8.10am should be noted at 8.15am
7.35am should be noted as 7.30am
8.50am should be noted at 8.45am

Only complete this section if you are claiming an expense. If you are claiming for more than one expense please use the **Expense Claim Form**, which can be downloaded at www.ocg.co.nz/candidate-forms

If you have the clients **PO Number** please enter it.

Please enter the clients **Company Name**

Ensure your managers' name is entered in the **Client Name:** field as verification of signature.

YOUR TIMESHEET MUST BE SIGNED AND DATED BY THE CLIENT.
If it is not signed you may not be paid.

It is **ESSENTIAL** that you put the Sunday's date being the end of week worked by using the drop down menu, this will auto populate the Mon to Sun dates.

Enter the 'Time Start', 'Break' and 'Time Finish' times by using the **Drop Down Menus** which allows you to choose the time closest to the nearest quarter hour. Click on the bottom right hand corner of the cell to see this. The total is automatically calculated.

If no break is taken, just leave the 'Break' fields blank.

Certificate of hours worked for week ending: (Sunday) **29/05/2016**

PLEASE PUT HOURS TO NEAREST .25 OF HOUR (1/4 HOUR)

Day	Date	Start Time	Lunch breaks are UNPAID		Finish Time	Total Hours Worked	Notes / Day Worked (daily rate)
			Break Out	Break In			
Monday	23/05/2016	8:00	13:00	13:30	17:00	8.50	
Tuesday	24/05/2016	8:00			17:15	9.25	
Wednesday	25/05/2016	8:30	12:00	13:00	17:30	8.00	
Thursday	26/05/2016	8:15	12:00	12:15	17:00	8.50	
Friday	27/05/2016	8:15	13:00	13:45	16:45	7.75	
Saturday	28/05/2016						
Sunday	29/05/2016						
Total Hours Worked:						42.00	

ONLY FILL THIS OUT IF YOU ARE ON A DAILY RATE Total Days Worked:

Expenses	Description	Units	Rate	GST Exclusive
				-

Office Use Only	Rate \$	Exclusive	GST @ 15%	Inclusive
		-	-	-

PLEASE USE EXCEL TO FILL IN THIS BUYER CREATED INVOICE, YOUR HOURS WILL AUTO CALCULATE

COPIES OF THIS BUYER CREATED TAX INVOICE CAN BE DOWNLOADED AT WWW.CHANDLERMACLEOD.CO.NZ
Chandler Macleod means OCG Consulting Limited trading as Chandler Macleod