



Submit your timesheet via fax or e-fax to:
212.386.0788

Questions? Call Mao at 312.280.9815

hourly timesheet

candidate name _____ company name _____

candidate signature _____ job continuing? yes no

I understand and agree that, during my engagement with Sun Consultants, Inc. (the "Company") and for a period of one (1) year after my engagement with any Company client ends, I cannot: (1) solicit or accept freelance, contract, or permanent work directly from that Company client unless I first contact the Company to make the proper arrangements, or (2) solicit Sun Consultant staff or freelancers without the Company's prior written consent, (3) share or distribute information about Sun Consultants' client companies, contacts, pay rates, bill rates, job types, job descriptions, and all other information pertaining to our business is confidential.

job number _____ job code _____ job name _____ po number _____

days	mon			tues			wed			thu			fri			sat			sun			total
dates	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
	in	out	lunch	in	out	lunch	in	out	lunch	in	out	lunch	in	out	lunch	in	out	lunch	in	out	lunch	
time																						
total																						

job number _____ job code _____ job name _____ po number _____

days	mon			tues			wed			thu			fri			sat			sun			total
dates	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
	in	out	lunch	in	out	lunch	in	out	lunch	in	out	lunch	in	out	lunch	in	out	lunch	in	out	lunch	
time																						
total																						

*round up per quarter hour

**use another timesheet for additional POs

Grand Total

Client Signature: (indicates the hours specified above are correct and billable.)