



dmc promotions

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Myer Authorisation No. _____

Timesheet

Name : _____ eg. John Citizen

Name of Company : _____ eg. Cosmax Promotion: _____ eg. Mothers Day

Store/Location : _____ eg. Myer Address : _____ eg. Indooroopilly

Uniform Provided : Yes / No Week Ending : ____ / ____ / ____ (Saturday) eg. 01/06/02

(any uniform provided must be returned to **dmc promotions** immediately after the promotion). eg. Yes/No (Top)

Managers Initials	Day Date	Start Time	Finish Time	Less Meal Breaks	Total Daily Hours	In-House Units	In-House Sales	Hourly Productivity	
								Total \$	Total Hours
eg.	eg. 27/05/02	eg. 11.00am	eg. 5.00pm	eg. 30mins	eg. 5.5 hrs	eg. 6	eg. \$754.00	eg. \$137.09	(eg. \$754.00 5.5hrs)
	Sun /								
	Mon /								
	Tues /								
	Wed /								
	Thurs /								
	Fri /								
	Sat /								
Total Weekly Hours									

Department Manager/Counter Manager Comments : _____

Department/Store Managers Signature: _____

Department/Store Managers Name: _____

Consultants Comments: _____

Break Allocations

- 3 hr shift - no break
- 4 hr shift - no break*
- 5 hr shift - no break*
- 6 hr shift - 30 min
- 7 hr shift - 45 min
- 8 hr shift - 1 hour
- 9 hr shift - 1 hour

* = 10 min rest period (paid)

Timesheets MUST be posted or faxed to dmc promotions on a weekly basis (by every Monday 5pm) - thankyou