



A.B.N. 18 007 067 085

Recruitment &
Management
Consultants

Level 13 461 Bourke Street
Melbourne, 3000
Telephone 9670 5051
Fax 9670 3195
DX 499 Melbourne

TIME SHEET - TEMPORARY STAFF

FIRM NAME:

ADDRESS:

CONTACT:

NOTES TO CLIENT:

Please sign the form to verify that hours are correct, and that you accept the terms listed below:-

The original should be returned to Legal People, a copy kept for your records, and a copy returned to our temporary.

PLEASE NOTE:

1. A special permanent placement fee of 12.5% of annual gross salary is payable should a temporary be placed on your staff within a period of six months from completion of their last assignment with you.
2. **GUARANTEE.** If a temporary proves unsatisfactory, no charge will be made PROVIDED you have notified us within three hours of the commencement of the assignment.
3. Overtime is effective when time worked is in excess of 7.6hrs per day (i.e. 38 hours per week) and is charged at time and a half for the first 2 hours. Double time there after.
4. Minimum 3 hours charge. Saturday rates time and a half first 2 hours. Double time there after. Sunday double time. Public holidays double time and a half.
5. **ALL ACCOUNTS PAYABLE WITHIN 7 DAYS.**

WEEK ENDING:

NAME OF TEMPORARY EMPLOYEE:
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JOB TITLE:

	DATE	TIME STARTED	TIME FINISHED	MEAL BREAKS	NETT HOURS
MON.					
TUES.					
WED.					
THURS.					
FRI.					
TOTAL WEEKLY HOURS.					

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CLIENT'S APPROVAL. (please sign)

.....
SIGNATURE OF TEMPORARY