

PERSONNEL UNLIMITED
PO Box 538, Frankston 3199
Phone: 9783-6100
e-mail: info@personnelunlimited.com.au

CLIENT / COMPANY:

ADDRESS:

CONTACT NAME:

POSITION:

CLIENT AUTHORISATION : _____ **DATE :** _____

Please sign and date to verify hours and acceptance of terms and conditions.

NOTE : SHOULD ANY PERSON ENGAGED AS A TEMPORARY BE PLACED ON YOUR STAFF WITHIN 6 MONTHS OF THIS DATE THEN A PLACEMENT FEE IS PAYABLE.

EMPLOYEE:

WEEK ENDING:

DAY	Date	Start Time	Finish Time	Less Breaks	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL HOURS WORKED (to nearest ¼ hour)					
<i>Time in excess of 7½ hrs per day will incur overtime rates unless otherwise agreed</i>					

EMPLOYEE SIGNATURE: _____

Please sign to verify the above hours were worked and that no injuries were sustained

Note: Wages will not be paid without a time sheet signed by both the employee and the client.

TERMS AND CONDITIONS

Acceptance of our services will be deemed acceptance of our terms and conditions.

Temporary staff are supplied on the understanding that all accounts are payable strictly seven (7) days from date of invoice unless otherwise agreed.

Minimum booking is three (3) hours. Cancellation of booking incurs a fee of three (3) hours at quoted rate unless cancelled in time to prevent staff member leaving home to attend. Time over and above 37½ hours per week will incur charges at overtime rates unless otherwise agreed.

Should you require the services of our candidate at any time within six (6) months of termination of temporary employment with you, a booking must be made through the agency. Should our candidate be placed as a permanent member of your staff within six (6) months of the completion of the candidate's assignment with you, a Permanent Placement fee will apply.

Every effort is made by Personnel Unlimited to ensure the highest standards of integrity within our Temporary employees. However, no responsibility can be accepted by Personnel Unlimited for any loss or damage arising from Temporary staff placements.

PERSONNEL UNLIMITED OFFICE USE ONLY

	NORMAL	OVERTIME	RATE	SUB TOTAL	TOTAL	INVOICE NO
Charge						
Overtime						
Double Time						
Salary						
Overtime						
Double Time						