



TIME SHEET

WEEK ENDING
 CONTRACTOR NAME.....
 COMPANY NAME
 DEPARTMENT TELEPHONE

						Overtime Hours	
Date Worked	Day	Time Started	Time Finished	Less Lunch Breaks	Regular Hours	Time & A Half	Double Time
/ /	MON						
/ /	TUE						
/ /	WED						
/ /	THU						
/ /	FRI						
/ /	SAT						
/ /	SUN						
* Total hours for week to nearest quarter hour				* Total Hours			

ASSIGNMENT CONTINUING YES NO

TERMS AND CONDITIONS FOR TEMPORARY AND CONTRACT STAFF

A. As we pay salaries prior to issue of our invoice, your assistance in meeting the payment terms of seven days would be appreciated.
 B. Rates are subject to change without notice, however, we will make every effort to notify our clients of variations if and when they occur.
 C. Morgan Consulting Group (Vic) Pty Ltd is responsible for the payment of all salaries, superannuation, income tax deductions, and all applicable statutory charges and levies including WorkCover.
 D. In the event that a booking is cancelled without giving sufficient notice to prevent the temporary staff member attending your office, a fee will be payable.
 E. A permanent placement fee will be payable where a client employs a temporary staff member (either a current or former staff member) on any permanent or limited basis. This fee will be payable when the client employs a temporary staff member at any time within twelve months after termination of a temporary employee.
 F. We will endeavour to ensure the highest standard of integrity and reliability in our temporary staff and to provide staff in terms of your requirements. However, no liability can be accepted by Morgan Consulting Group (Vic) Pty Ltd for any expense, damage, loss or delay arising from any failure to provide staff for all or part of the period of an assignment or from errors made of any misconduct by the temporary staff provided.
 G. During the period of the assignment the temporary is deemed at all times to be under the direction and control of the client in regard to hours of work, safety regulations, specified duties, confidentiality and the manner in which the work is performed.
 H. Verbal confirmation of a booking and/or acceptance of the services of a temporary staff member will be deemed to be acceptance of these terms and conditions.

IT IS HEREBY AGREED THAT THE HOURS STATED ARE ACTUAL HOURS WORKED AND LUNCH HOURS HAVE BEEN DEDUCTED. IT IS FURTHER AGREED THE HOURS STATED ARE CORRECT, THE WORK WAS PERFORMED SATISFACTORILY AND I ABIDE BY YOUR CONDITIONS OF SERVICE.

CONTRACTOR SIGNATURE _____ CLIENT/
 SUPERVISOR SIGNATURE _____
 PRINT NAME _____ PRINT NAME _____
 TITLE _____

PLEASE FAX TIMESHEET TO 03 9600 0536 BY 6 PM FRIDAY