

CONTRACTOR TIMESHEET  
Return Fax: 3218 7377

Contractor Name: \_\_\_\_\_

For the week ending: \_\_\_\_\_

Client Company: \_\_\_\_\_ Client Contact: \_\_\_\_\_

NB: Please fax completed timesheets by 6.00 pm each Friday

	Date	Start Time	Lunch Start	Lunch Finish	Finish Time	Total Hours	Office Use only		
							Std Hrs	T1/2	T2
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total:									

Contractor: I hereby acknowledge that the above hours were worked by me on this assignment.

Contractor signature: \_\_\_\_\_

Client Contact: I hereby acknowledge that the above named contractor worked the above hours and I authorise invoicing of the agreed costs accordingly.

Client signature: \_\_\_\_\_

Print name: \_\_\_\_\_

**SUMMARY TERMS & CONDITIONS:**

- Hourly contractors are engaged in accordance with conditions of employment as set out in the appropriate State or Federal Award. 2be.Placements is responsible for all employment matters relating to the salary of the hourly contractor including Sick Leave, Public Holidays, Annual Leave, Superannuation, Workers' Compensation and Payroll Tax. It is the client's responsibility to ensure the hourly contractor's time sheet is verified before submission by the contractor for salary payment. The time sheet will subsequently form the basis of our invoice to you.
- Contract employees are paid on an hourly basis, depending on the nature of the duties to be performed. Contractors are employed on a minimum contract of four hours, for which payment is received at the appropriated negotiated rate. This hourly rate will reflect the invoice charges to the client. Overtime is applicable after our hourly contractor has worked in excess of 8 hours in any one day or 40 hours in any one week (excluding meal breaks). A Meal Allowance is applicable when work is carried out after 6pm and again after 10pm.
- If an hourly contractor engaged by you is offered and accepts a permanent position with you, our normal placement fee for permanent staff will be applicable: up to 3 calendar months - full fee; from 3 to 6 months - 25% reduction in fee; from 6 to 9 months - 50% reduction in fee; from nine to twelve months 75% reduction in fee; over 12 months - nil fee. Our guarantee period for permanent employees will not apply in these cases.
- As a company dedicated to customer service, 2be.Placements offers the following guarantee schedule, to ensure all staff assigned will meet our clients expectations and standards: Regular contact is maintained with both the client and the contractor, on a weekly basis, throughout the life of the assignment. If at any point the client is unhappy with the standard of work performed, or the application of an assigned contractor, 2be.Placements will replace that contractor within a reasonable time frame to ensure maximum efficiency. Our replacement guarantee is unconditional.
- As our charges reflect a payroll payment on your behalf, all accounts are **due strictly within 7 days.**