

Hourly Rate Time Sheet

Contractor / Temp. Name: _____

Job #:
RSG Use

Contractor / Temp. Position: _____

Client Company: _____

Day/Date	Start	Breaks	Finish	Ordinary Hours		Overtime Hours		Remarks	
				Hours	Minutes	Hours	Minutes		
Monday / /									
Tuesday / /									
Wednesday / /									
Thursday / /									
Friday / /									
Saturday / /									
Sunday / /									
Total Hours and Minutes Please round to the nearest 15 minutes									
<input type="checkbox"/> Assignment Continuing				- TICK one box -		<input type="checkbox"/> Assignment Completed			

Comments: _____

Contractor / Temp. Signature _____

Date _____

Client's Authorising Signature _____

Date _____

Client's Authorising Name
(please print)

Fax to **02 9922 7115** or email to accounts@recruitsuccess.com.au each week,
no later than first thing Monday morning.

Terms and Conditions of Business – Contracting and Temporary Assignments - Client's signature constitutes agreement of terms and conditions below

The contractor / temporary will present a time sheet to the supervisor at the end of each week for verification of time worked. Any monies paid to the contractor / temporary under an Award will be charged to you. You are responsible to pay the rate agreed at the time of booking. Overtime, as listed in the "overtime" column in our Time Sheet and the premium on the applicable rate is to be specifically agreed between the client, the contractor / temporary and ourselves, subject to the prevailing laws, otherwise the overtime rate charged will be at the discretion of Recruitment Success Group and according to our usual practices. Compensation to the contractor / temporary is based upon this time sheet and we appreciate your prompt payment upon receipt of our invoice.

Recruitment Success Group does not warrant that any contractor / temporary will be fit for a specific contract/assignment and makes no representations as to the competence, ability, suitability or otherwise of any person. Clients are therefore required personally to interview, and to approve, any person prior to the contractor / temporary commencing any contract / assignment. Accordingly, the final selection of and decision whether or not to engage any particular contractor / temporary shall lie solely with and be the sole responsibility of the client. Under no circumstances whatsoever is any contractor / temporary authorised to have access to or handle valuables of any nature; nor are they authorised to sign any document, nor give any advice of any nature. The contractor / temporary is placed under your supervision and control with you being responsible for all acts, errors or omissions by the contractor / temporary. You must provide supervision to ensure your standards are maintained.

The client, its subsidiaries, group or associates, undertakes not to utilise the services of the contractor / temporary assigned to it by Recruitment Success Group (except through Recruitment Success Group) for a period of one year from the last day that such contractor / temporary rendered services to the client. If the client utilises the services of such contractor / temporary in contravention of the above, it will be assumed that a permanent placement has occurred and the paragraph below will apply.

After evaluating the performance and potential of our contractor / temporary, you may wish to hire this person on a permanent basis. The Permanent placement / conversion fee charged by us is calculated at our usual rate, less a 25% discount on the total fee charged so long as an assignment has lasted at least three (3) months. This is calculated on the anticipated annual gross remuneration including bonuses, superannuation, company car or allowances and any fringe benefits. Invoices for permanent placements are payable within 14 days of the candidate converting to your permanent payroll. The goodwill discount will be applied if the contractor / temporary has been on assignment with your company, its subsidiaries or associates, in excess of three (3) months. The fee will be charged when your company, its subsidiaries, group or associates or any party introduced by you, hire our contractor / temporary within one year of the last day of the assignment with your company, its subsidiaries or associates. The minimum fee for any placement is \$4,500. This fee is also payable if this person is transferred to another agency and continues to work with you.

The contractor / temporary is assigned to your company under the conditions listed above. Please keep a copy for your records. If you have any questions, please call us immediately on 02 8113 2900. Thank you for selecting Recruitment Success Group to satisfy your contractor / temporary requirement.