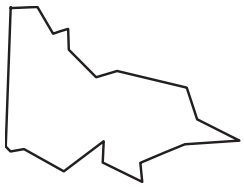
Slade Group

Intimate Knowledge - Invaluable Partners
Recruitment Specialists

ABN 15 052168 892



# Contractor Timesheet [VIC]

## Fax : 03 8610 2095

**Please submit your timesheet by close of business Friday.**

EXECUTIVE 2010

## Your Employment Details

Your Name

Client Name

Supervisors Name

Client Address

Client Address (cont)

Contact Number - Supervisor

Please ensure ALL details are properly filled in to avoid processing delays. Incorrect or missing information may result in a delay of payment

## Your Hours Worked

| DAY | Date | Time Started | Time off for lunch | Time Finished | Total Hours Worked | OFFICE USE ONLY NT | NXT1.5 | DT |
|---|---|---|---|---|---|---|---|---|
| MON | | | | | | | | |
| TUES | | | | | | | | |
| WED | | | | | | | | |
| THUR | | | | | | | | |
| FRI | | | | | | | | |
| SAT | | | | | | | | |
| SUN | | | | | | | | |
| | | | | TOTAL HOURS: | | | | |

## Signatures

***Please note that unauthorised timesheets will not be paid***

Company Authorised Name

Company Authorised Signature

Date

Contractor Signature

Date

Tick here if your assignment is continuing →☐

## Terms and Conditions

Client Note :
Client authorisation confirms that the hour states are true and correct and the work was performed in a satisfactory manner and that the Terms and Conditions of Business have been read and understood. Payment of this account is within 7 days. Minimum booking fee is 4 hours daily. Should this person join your payroll or act as a contractor to your organisation within 12 months of the finishing date of this timesheet, a permanent fee will apply. Slade Group is not responsible for any damage or loss caused by the Associate during their employment with your organisation, as the Associate is under your direction and supervision. You will be billed in accordance with the relevant Federal or State award for the industry/and, or position, under which the Associate is placed, or as agreed to for the duration of the Associate's placement.

Associate Note :
Timesheets are the responsibility of the Associate. Please sign and forward it to Slade Group. If you are unable to attend work or have any problems with your assignment obligations, you must contact Slade Group. For a period of 12 months following any placement through Slade Group, you will not under any circumstances, seek, or accept a direct offer of a contract or permanent placement from any such client unless Slade Group is informed. After all the details have been filled in and this timesheet has been signed by your manager, please fax it to Slade Group at the number listed above. Please make a copy of this document for yourself and hand this original back to your manager to file.
You will be paid in accordance with the relevant Federal or State award for your industry/and, or position, or as agreed to for the duration of your placement.

**For copies of the latest version of the timesheet, or to see more about our products and services, please visit our website at www.sladegroup.com.au or contact our Melbourne office on 03 9235 5100**