

**Timesheets must be authorised and sent to Prime Recruitment
 prior to 5.30pm on Friday - Fax (08) 6263 7505**

Temporary Name:		Client Name:	
Department:		Purchase Order (if required):	
Week ending Date, Friday:		Assignment:	Continuing Finishing

Date	Day	Start Time	Finish Time	Lunch Time Taken	Total Hours Worked	OFFICE USE ONLY			
						Hours Worked	Normal Time	Time & a half	Double Time
	SAT								
	SUN								
	MON								
	TUE								
	WED								
	THURS								
	FRI								
TOTAL HOURS WORKED FOR THE WEEK									

In signing this timesheet I declare that the above hours are true and correct and that I have not sustained any injury during this time.

Temporary Signature:		Date:	
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Client Terms

- These Terms of Business are between Chamberlain Dean Pty Ltd ACN 103 844 097 Trustee for the Prime Recruitment Unit Trust ABN 64 621 326 783 and the Client hiring the Temporary Employee.
- Signing this timesheet constitutes acceptance of our full Terms of Business. (Should you require a copy please contact Prime Recruitment).
- Payment of this account is strictly 7 days from date of invoice. Accounts not settled within this period remain due and payable, but your replacement guarantee will no longer apply. Prime Recruitment reserves the right to charge interest at the rate of 12.5% per annum to overdue accounts and to recoup any collections costs incurred. Costs incurred in recovering late payments including fees associated with debt collection / solicitor fees will be charged to the client.
- Minimum Booking Fee is 4 hours daily.
- Should a Prime Recruitment Temporary Employee be offered and accept a permanent contract or temporary position (or any related or associated business entity of the Client or a third party) during an assignment or within twelve (12) months from the latest point of contact, a placement fee in accordance with our fee schedule will apply. This fee is calculated as a percentage of the candidate's first twelve (12) month annualised salary package, including base salary, superannuation, bonuses, commissions, motor vehicle allowances and payment in kind (including subsidised housing)
- Overtime is paid and charged as follows; ordinary hours worked is 38 hours in any one week or 8 hours in any one day. The first two hours worked beyond 38 hours is charged at time and a half, then double time thereafter. All time worked in excess of 8 hours on any weekday is paid at the rate of time and a half for the first two hours and double time thereafter. It is the client's responsibility to approve overtime prior to the temporary staff member carrying out the overtime. Hours worked on a Saturday and Sunday is charged at double time and hours worked on a Public Holiday will be charged at double time and a half.
- In accordance with the Occupational Safety and Health Act the Client is responsible for meeting their obligations under the Act and ensures the health and safety at its workplace for all workers.

Company Authorised Signature:		Date:	
Signatory Name:		Signatory Title:	