



WINTERINGHAM RECRUITMENT

ABN 31 612 953 278

44 Kings Park Road, WEST PERTH WA 6005
PO Box 8314, SUBIACO EAST WA 6008

Telephone: 08 6263 4430 (24-7)

TIMESHEET

admin@winteringham.com.au

Please ensure timesheet is emailed through to Winteringham Recruitment's office by 9.00am on Monday

Client : _____ Employee Name : _____
 Client Address : _____ Employee Position : _____
 Client Contact : _____ Week Ending : _____

Please round minutes to the nearest quarter hour

DATE	DAY	START	FINISH	BREAKS	HOURS WORKED
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
				TOTAL HOURS	

TERMS AND CONDITIONS - TEMPORARY ASSIGNMENT

GENERAL: Engagement of Winteringham Recruitment Pty Ltd constitutes your acceptance of our terms and conditions of business. Temporary staff must be engaged for a minimum period of three hours in any given day. Charges are made only for the actual hours worked by the Temporary. All time worked in excess of 8 hours on any weekday is charged for, at the rate of time and half for the first two hours and double time thereafter. All overtime worked on a Saturday prior to 12:00 noon shall be charged at a rate of time and one quarter and after 12:00 noon shall be charged at the rate of time and one half. Overtime worked on Sunday shall be paid for at the rate of double time and work undertaken on a Public Holiday shall be charged at the rate of double time and one half. There are no charges for meal breaks, sick leave or time off. A Temporary shall be under the direction and control of the client from the date of commencement of duties for the duration of the engagement. The client is responsible for all acts, omissions, whether wilful, negligent or otherwise of the Temporary and Winteringham Recruitment Pty Ltd does not accept any liability for any loss, expense or damage arising from any failure by the Temporary howsoever arising. The client shall ensure compliance with all statutory requirements relating to the Temporary except where these are expressed to be the responsibility of Winteringham Recruitment Pty Ltd and under these terms and conditions of business. Should you wish to appoint a Temporary to your staff during an assignment or within a 12 month period from the date of the last assignment, a placement fee will apply. Please be aware that should you introduce a Winteringham Recruitment candidate to some other person or company and the candidate is subsequently engaged by them within the prescribed twelve month period of the interview date offered to you, you will be liable for a placement fee at the normal rate of 16% of the per annum salary. Should the candidate leave for any reason, a replacement is then provided. At no time, are refunds given or invoices cancelled. All Temporaries will be skills-tested and reference-checked as far as it is practical to do so. Any temporary originally introduced by Winteringham Recruitment must then be engaged via Winteringham Recruitment for any future assignments with your Company within a 12 month period of the original engagement. Should an accident occur involving a Winteringham Recruitment employee we reserve the right to conduct an investigation at the incident site. Our consultant will investigate the circumstances and provide the Managing Director of Winteringham Recruitment with a detailed report. Winteringham Recruitment must be advised immediately an accident or incident occurs. ** A Temporary Controller will be contactable 24 hours per day.

FEES: Hourly rates are subject to wage indexation increases as they occur and are fully inclusive of payroll administration costs, group certificates, payroll tax (where applicable), Workers Compensation, annual and sick leave provisions, and Superannuation costs as required. All Temporaries are paid directly by Winteringham Recruitment. As we are required to pay Temporaries weekly, our invoices are due and payable within seven days of the invoice date. We reserve the right to charge interest on accounts over fourteen days at our banker's overdraft rate from time to time. Relevant awards and legislation may govern the rates to be paid for particular assignments for Temporaries. Accordingly rates will vary from assignment to assignment depending upon your needs when placing your order.

GOODS & SERVICES TAX: Our invoices are payable seven (7) days net, in accord with government legislation effective 1st July 2000 our invoices will display the Goods and Service Tax in addition to the agreed hourly charge rate.

REPLACEMENT GUARANTEE: We guarantee our temporary service. Should any temporary prove unsuitable for the assignment, provided we are notified within three hours, the Temporary will be replaced and there will be no charge on the first assignment.

Employee Signature _____ Client Signature _____

Please sign to confirm the above hours are correct and no injuries were sustained.

Is the employee continuing in the assignment: **YES / NO**

By signing this, you are verifying the hours worked, that you are satisfied with the work completed and that you accept Winteringham Recruitment's Terms of Business. If you have not been provided with Winteringham Recruitment's Terms of Business, please contact your consultant.

*Temporary staff are supplied in accordance with the Terms of Business. Should you directly employ a Winteringham Recruitment temporary, assigned currently or in the previous 12 months, a permanent placement fee is payable. Direct re-employment as a temporary also attracts a temporary fee.