

T: (08) 9380 9727

Please email your signed timesheets to info@networkrecruitmentgroup.com.au

Client:			T/Sheet No:		TIME SHEET DUE: NO LATER THAN 10AM MONDAY
Supervisor's Name:			Site:		
Employee:			Position:		
Date Worked	Time Started	Time Finished	Less Lunch	Total Hours	Notes
Sat / /					
Sun / /					
Mon / /					
Tue / /					
Wed / /					
Thur / /					
Fri / /					
Total Hours:					

CONDITIONS OF SERVICE

Notes: _____

- Staff is supplied on the understanding that all accounts are strictly net fourteen (14) days.
- Refer to our Terms & Conditions contract for statutory costs covered by Network Recruitment Group
- Our normal scale of fees will apply if the staff provided is transferred to your payroll within ninety (90) days of completion of assignment.
- Existing rates are subject to change without notice from time to time. These increases will apply from the date of the award variation.
- Overtime rates will be paid in accordance with the provisions of the appropriate awards and charged accordingly.

Assignment: Completed ☐ Returning ☐

SUPERVISOR'S CERTIFICATION:

It is hereby certified that the hours stated hereon are correct and that the work was performed satisfactorily. I have read and accept the terms covering hiring of our temporary employee.

Supervisor's Signature: _____

Date Signed: _____

EMPLOYEE'S CERTIFICATION:

The above hours were worked by me and are true and correct.

Employee's Signature: _____

Date Signed: _____

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RECRUITMENT GROUP



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T: (08) 9380 9727
www.networkrecruitmentgroup.com.au

As a representative of Network Recruitment Group we would appreciate you maintaining the highest standards of work and appearance at all times.

1. Always notify us immediately when you know the completion date of your assignment.
2. Refer to our Terms & Conditions contract for statutory costs covered by Network Recruitment Group.
3. Email your signed timesheet to Network Recruitment Group on **FRIDAY OF EACH WEEK.**
4. The **YELLOW** sheet is your record.