



# Timesheet

Please use 24 hour clock

Phone: 1300 1 VITAL  
(1300 1 84825)

Fax: 1300 360 372

Timesheet must be received  
by 8.00pm each Tuesday

White: Send to Vital  
Yellow: Leave with the Client  
Blue: Keep for your records

Timesheet No: \_\_\_\_\_

Your Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Your Role: \_\_\_\_\_

Company Worked At: \_\_\_\_\_

Department / Ward / Outlet Name: \_\_\_\_\_

Day	Date	Start Time	MEAL BREAK		Finish Time	Total Hrs less breaks	Staff Signature	Supervisor Signature
			Break Start	Break Stop				
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total Hours							I certify that the contractor has been properly site inducted and has satisfactorily rendered service for the hours shown hereon. I have read and agree to the terms and conditions as stated on the reverse side.	

Week Ending Date:        /        /        (Sunday)

Notes & Feedback: \_\_\_\_\_

## TERMS OF BUSINESS

### UNITED RECRUITMENT GROUP OF COMPANIES OBLIGATIONS

- The United Recruitment group of companies (URGOC) will endeavour to provide the client with suitably qualified and experienced contractors according to the requirements specified by the client.
- To pay the fees due to the contractors (net of taxes and other deductions as stipulated by law) for all contract engagements accepted by the contractor for the client.
- To maintain appropriate records and provide statistical information regarding the contracts and provide these to the client as requested.
- At the termination of the contract to return any of the client's documentation if so required.

### CLIENT OBLIGATIONS

- To provide URGOC with clear directions regarding the nature of the contract works, their estimated time for completion, and any variations that take place.
- To advise URGOC at the earliest practical time of any unsatisfactory performance by the contractor. URGOC will advise the contractor of the complaint and terminate the contract if so required.
- To effect and maintain full insurance cover for any claim which contractors may have against the client arising out of:
  - the client's occupation of premises; and
  - any act or omission of the client in relation to any machinery, equipment or vehicles to be used by contractors; and
  - any other matters of general workplace liability.
 The client undertakes to take all necessary steps in order to fully indemnify URGOC against all such claims for all damages, loss, cost, charge, costs (including legal fees on a solicitor/client basis), expense or payment incurred by URGOC.
- The client acknowledges that the contractors have requested that URGOC assist them in all dealings with the client. The client further acknowledges that they may extend the terms of a contract subject to the agreement of the contractor and URGOC. At the conclusion of a contract the client agrees not to engage or attempt to engage contractors directly under any contract of employment, whether permanent, temporary, casual or part-time. Should the client engage the contractor directly at any time within 6 months from the conclusion of the contract they will become liable to pay United Recruitment Pty Ltd an amount according to its permanent fee schedule as may be varied by URGOC from time to time.
- The client shall pay a cancellation fee where insufficient time has been given to URGOC to ensure the contractor does not attend the client's place of business. The fee will be calculated at 3 hours or as negotiated at the standard rate for that shift, plus any applicable allowances. Cancellations can not be accepted from URGOC between 9.30pm and 5.30am.
- Once the contractor has commenced a shift, unless terminated due to poor performance, they must complete 3 hours work. If they are terminated within 3 hours they will still be paid for 3 hours and the client will be charged accordingly.
- To maintain a safe working environment in line with current OH&S legislation, free from hazard and harassment of any type.

### UNITED RECRUITMENT GROUP OF COMPANIES - GENERAL ISSUES

- At the end of each week, the client will confirm with URGOC the number of hours worked by the contractor, in a manner agreed between us. This shall form the basis of the invoice to be sent the week following the week in which the contractor's work was performed.  
All invoices are due and payable 7 days from date of invoice. All payments for invoices will be made directly to United Recruitment Pty Ltd. The charges agreed between URGOC and the client are subject to change where there is a change in the award covering that contractor, such changes will be effective as of the date of that change.
- The client acknowledges that they shall assume the risk where the contractor is required as part of the contract, to handle money, securities, valuables and confidential information.
- The client acknowledges that it is liable for and hereby indemnifies URGOC in respect of any claim, action, damage, cost, charge, costs (including legal fees on a solicitor client basis) which URGOC suffers, incurs or is otherwise liable for as a result of damage of any kind (including but not limited to economic and non economic loss) caused by negligent acts or omissions of the contractor whilst performing work under the contract.
- Nothing in this agreement is intended to create the relationship of employer and employee, partner, or agency amongst the parties, and it is the express intention of the parties to deny any such relationship.
- These terms shall be governed by Australian Federal Law, or if appropriate, the law of the state in which the contractor performs the contracted work.
- If GST is or will be imposed on a supply made by URGOC (the "supplier"), the supplier may, to the extent that the consideration otherwise provided for that supply is not stated to already include an amount in respect of GST on the supply:
  - increase the consideration otherwise provided for that supply by the amount that GST; or
  - otherwise recover from the recipient the amount of that GST.
 Terms defined in the A New Tax System (Goods and Services Tax) Act 1999 have the same meaning in this clause.
- The client will undertake not to approach candidates to whom they were introduced by URGOC directly to work.  
Should a client choose to employ any such person for any position for their own, or any subsidiary, affiliated company or business, the full recruitment fee will be charged. The client wishing to engage any such person for either permanent or casual positions must contact URGOC, any guarantees will then apply.
- The client may not assign **their** rights and obligations under these terms without URGOC prior consent.
- Any variation to these terms must be in writing and signed by both parties.  
The United Recruitment group of companies are United Recruitment P/L, Hospitality Staffing Services P/L, Health Care Staffing Services P/L, Office Staffing Services P/L.