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Client \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Department \_\_\_\_\_ Employee's name \_\_\_\_\_

Date Worked	Time Started am/pm	Time Finished am/pm	Less Lunch	Total Hours	For Office Use Only			Meal Provided
					Normal*	O/time Time/half	O/time Dbl/time	
Sat __/__/__								
Sun __/__/__								
Mon __/__/__								
Tue __/__/__								
Wed __/__/__								
Thu __/__/__								
Fri __/__/__								
Total hours worked this week to the nearest quarter hour								

**Terms and Conditions of Service**

- Staff are supplied on the understanding that all accounts are strictly net seven (7) days.
- All salaries, superannuation, income tax deductions, payroll tax, worker's compensation etc, are the responsibility of Barbosa Personnel.
- Our normal scale of fees (permanent appointment or casual/onhire rate) will be charged and owing if this worker subsequently becomes engaged by or employed by you within one hundred eighty (180) days of completion of this assignment.
- If an applicant is hired by another employer after being referred or introduced by the original Client then the original client is obliged to pay the fee.
- Existing rates are subject to change without notice from time to time. These increases will apply from the dates of the Award variation.
- Overtime rates will be paid in accordance with the provisions of the appropriate Award and charged accordingly.
- MEAL BREAKS MUST BE TAKEN in accordance with Modern Award conditions and OH&S requirements by all casual/onhire employees or contractors once they have worked 5 hours, for a period of no less than 30 minutes.
- Barbosa Personnel is committed to ensuring our employees and those that share the workplace remain safe and without risk to health. To facilitate the provision of safe work and a safe work environment Barbosa Personnel may conduct Occupational Health and Safety assessments prior to, and during, a temporary employee assignment. Barbosa Personnel's commitment to safety is to protect the interests of clients and employees alike.
- Casual/onhire staff work under your direct supervision and it is your responsibility to ensure that all work has been properly backed up, filed and completed to a satisfactory standard before staff leave your premises. Barbosa Personnel accepts no responsibility for any strategic and technical advice given by temporary staff. Any action taken as a result of advice by casual/onhire staff is the responsibility of your company.
- The minimum booking period is four (4) hours.

The above terms and conditions are accepted and will be complied with. It is hereby certified that the hours stated hereon are correct and that the work was performed satisfactorily.

**Client's certification** \_\_\_\_\_  
(Authorised person)

I worked the above hours and no injuries were sustained.

**Employee's certification** \_\_\_\_\_  
(Authorised person)

Assignment completed? \_\_\_\_\_ Returning? \_\_\_\_\_