



TIME SHEET – DAILY RATE

WEEK ENDING _____

CANDIDATE NAME _____

EMAIL ADDRESS _____

COMPANY NAME _____

TELEPHONE _____

Date Worked	Day	Full Day	Half Day	Allowances	OFFICE USE ONLY
					Expense Reimbursement
/ /	SAT				
/ /	SUN				
/ /	MON				
/ /	TUE				
/ /	WED				
/ /	THU				
/ /	FRI				
Total Days Worked					

ASSIGNMENT CONTINUING YES NO

HOURS OF WORK

Ordinary hours of work are 10 hours per day or 38 hours per week with overtime rates as follows:

- 10 hour day or 38 hour week – standard;
- 12 hour day or 40 hour week – time plus one half between 10 and 12 hours per day or 38 and 40 hours per week;
- 12+ hour day or 40+ hour week – double time on hours in excess of 12 hours per day or 40 hours per week;
- Saturdays attract time plus one half;
- Sundays attract double time;
- Public Holidays attract double time plus one half;

Summary of Terms of Business relating to Temporary & Contracting staff

I certify that the number of hours set forth above is accurate and that services have been provided for the hours indicated and those services have been satisfactorily completed by the Temporary Personnel. By signing above, I agree to arrange payment to Morgan Consulting Pty Ltd for the services provided according to the Terms of Business which I have received and accept as governing this transaction.

CANDIDATE/CONTRACTOR SIGNATURE _____
PRINT NAME _____

CLIENT/SUPERVISOR SIGNATURE _____
PRINT NAME _____
TITLE _____
PURCHASE ORDER NUMBER _____

PLEASE FAX TIMESHEET TO 03 8606 0301 OR EMAIL TO timesheets@morganconsulting.com.au BY 6 PM FRIDAY