



**Quadrant Recruitment Pty Ltd**

**ABN 50 079 721 832**

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**Contractor Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Reporting To:** \_\_\_\_\_ **Week Ending:** \_\_\_\_\_

	Date	Start	Finish	Lunch	Hrs Worked	O/T ½	D/T	Total
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
<b>TOTAL HOURS WORKED</b>								

**Contractor's Signature:** \_\_\_\_\_

**Client's Signature:** \_\_\_\_\_

**Client's Name and Title:** \_\_\_\_\_

I certify that the number of hours shown above are accurate, that services have been provided for the hours indicated and those services have been satisfactorily completed by the Temporary Contractor. By signing above, I agree to arrange payment to Quadrant Recruitment for the services provided according to the Terms of Business which I have received and accept as governing this transaction.

The ordinary hours worked per week are 38 hours (after which overtime rates apply as per the relevant Modern Award classification). Employees who work for a period exceeding 5 hours on any one day are required to take a meal break of at least 30 minutes, but not more than 60 minutes.

The Temporary Contractor provided by Quadrant Recruitment is deemed at all times to be under the control and direction of the Client during the term of the engagement. No liability will be accepted by Quadrant Recruitment for the negligence, dishonesty, misconduct or lack of skill of the Temporary Contractor. In the event of any conflict between the timesheet(s) and the Terms of Business, I agree that the Terms of Business will prevail.

**Timesheets must be received by 10.00am Monday to be in next payroll run.**

**FAX No. (02) 9683 5122**