



albany executive recruitment ltd

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### Temporary Services Time Sheet

CLIENT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_

OFFICE USE ONLY

Temporary Employee Name: .....

Reporting To: .....

Week Commencing: ..... Week Ending: .....

	MON	TUES	WED	THUR	FRI	SAT	SUN	
Start								DEADLINE FOR TIME SHEETS IS MIDDAY OF THE MONDAY THE WEEK FOLLOWING.
Finish								
Sub Total Hours								INCOMPLETE OR INACCURATE TIMES MAY CAUSE YOUR PAY TO BE DELAYED
Less Breaks of								<b>WEEKLY TOTAL HOURS</b>
Daily Total Hours	+	+	+	+	+	+	+	

Temp Signature: ..... Date: .....

Client Signature: ..... Title: .....

(By signing this the Client accepts the Terms and Conditions printed on Client Copy)

## TERMS AND CONDITIONS OF CONTRACT

Albany Executive Recruitment Ltd (“Company”) provides temporary staff (“Temporary”) to individuals and organisations on temporary assignments (“Assignments”) in accordance with these terms and conditions (“Terms and Conditions”).

### **1. ACCEPTANCE**

These Terms and Conditions apply to all Assignments subject to any variation agreed to by the parties.

### **2. RATES**

2.1 The rate to be charged for a Temporary will be as agreed between the Company and the Client prior to each Assignment, subject to rights of variation provided under this Contract. Statutory Holidays will be charged in accordance with the Holidays Act 2003.

2.2 A charge equal to four (4) hours at the rate agreed for the Temporary is payable for each day of an Assignment which is less than four (4) hours long.

2.3 The Company may vary the rate to be charged for a Temporary at any time by notifying the Client of the variation.

### **3. ENGAGEMENT OF TEMPORARY TO PERMANENT**

The services provided by the Company are made possible and available to you by investing substantial sums on the recruitment, testing and training of its personnel. Where within four months of the termination of an Assignment or the most recent referral of a Temporary to the Client:

- a) the Client engages the Temporary as an employee or as an independent contractor; or
- b) the Client introduces the Temporary to another person or organisation and that person or organisation engages the Temporary as an employee or as an independent contractor the Client will pay a fee calculated in accordance with the Company’s schedule of charges for permanent or temporary staff (as appropriate).

### **4. PAYMENTS**

4.1 The Temporary employee is paid weekly by the Company. Therefore payment of the fee is due within seven (7) days of its submission by the Company to the Client.

4.2 A claim or dispute raised by the Client does not entitle the Client to set off against, or withhold payment of, any money owed to the Company.

4.3 The Company may withdraw any of its Temporary staff on Assignment with the Client at any time if the Client does not comply with these Terms and Conditions.

### **5. WORK SAFETY AND INJURIES**

The Client will provide the Temporary employee with a safe place to work at all times in compliance with the Health and Safety in Employment Act 1992.

### **6. LIABILITY**

6.1 The Company makes every effort to ensure that the Client is satisfied with the provision of services under an Assignment. However, the Client:

- a) will supervise, direct and control the Temporary while on Assignment; and
- b) is responsible for all acts and omissions of a Temporary

6.2 The Company will not be liable for loss, damage or expense suffered by the Client resulting from the acts or omissions of a Temporary or from any delay or failure by the Company to refer a Temporary to the Client.

6.3 The Client indemnifies the Company against any loss, damage or expense suffered by the Company arising from any act or omission of a Temporary on Assignment to the Client.

### **7. GUARANTEE**

No charge will be made if an Albany Executive Recruitment Ltd Temporary proves unsatisfactory for any reason and Albany Executive Recruitment Ltd is informed within the first three (3) hours of the Assignment commencing.

### **8. NON-PAYMENT**

The Company may withdraw the Temporary employee from an Assignment with the Client at any time for non-payment or non-compliance by the Client with these Terms and Conditions of Contract without limiting all or any of its rights herein at law or otherwise.