



# Weekly Time Sheet

**Fax your signed timesheet  
by Friday to (03) 9574 7258**

**Mosaic Recruitment Pty Ltd**  
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 Building 4, Ground Floor  
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 Glen Waverley, VIC 3150  
 www.mosaicrecruitment.com.au

Telephone: (03) 9271 6300  
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 ABN: 40 124 764 245

Consultant: \_\_\_\_\_

Week ending Sunday: \_\_\_ / \_\_\_ / \_\_\_

Client Company: \_\_\_\_\_

Temporary's Full Name: \_\_\_\_\_

Invoice for attention of: \_\_\_\_\_

Temporary's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

	Day/Month/Year	Start	Lunch	Finish	Total	Normal Time	Time & Half	Double Time
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Please tick one box: <input type="checkbox"/> Assignment Finished <input type="checkbox"/> Assignment Continuing					Time:			

\_\_\_\_\_  
 Authorising Name (please print)

\_\_\_\_\_  
 Client's Authorising Signature

\_\_\_\_\_  
 Date

**Terms and Conditions of Business – Contracting and Temporary Assignments**

**IMPORTANT TO CLIENT: CLIENT'S SIGNATURE CONSTITUTES AGREEMENT OF TERMS & CONDITIONS BELOW**

*Unless Mosaic Recruitment Pty Ltd ("Mosaic") has entered into a separate written agreement signed by an authorised senior Mosaic manager in relation to the supply of the above named employee, Mosaic is supplying the above named employee (and will be supplying any further personnel who are provided by Mosaic to the Client) under Mosaic's Standard Terms and Conditions for the Hire of Temporary Staff (in relation to which Mosaic will not be bound by any additional or conflicting conditions unless these have been agreed in writing by an authorised senior Mosaic manager). A full copy of Mosaic's Standard Terms and Conditions for the Hire of Temporary Staff is available on request.*