



Timesheets must be authorised and sent to Paramount Purchasing prior to 5.00pm on Friday

Email: timesheets@paramountpurchasing.com.au

Contractor Name:		Client Name (Supervisor):	
Client Company:		Purchase Order (if required):	
Week Ending:		Assignment:	Continuing: <input type="checkbox"/> Finishing: <input type="checkbox"/> Date:

Day	SAT	SUN	MON	TUE	WED	THU	FRI	Total Hours Worked
Date								
Hours								

Labour-Hire Contractor Signature: _____

Contractor Terms

- In signing this timesheet I declare that the above hours are true and correct and that I have not sustained any injury during this time. I understand that it is my weekly responsibility to send an authorised timesheet to Paramount and acknowledge that I will not be paid unless an authorised timesheet has been forwarded to Paramount by the Friday 5.30pm deadline (Payroll processing occurs 9.00am Monday mornings).
- I understand that in the event the Host Employer makes me a direct offer of employment by way of 'Direct or Fixed Contract' or 'Permanent Employment', within 6 months of commencing a LHC assignment, or within 6 months of completion of a LHC assignment, *it is my responsibility to advise* Paramount immediately so that the necessary employment transfer arrangements can be made.
- I agree to provide Paramount with a minimum of 1 week's notice, if I intend to discontinue my LHC assignment. Paramount undertakes to advise the Host Employer of my intentions to leave and make arrangements for work handover and / or a replacement to be sourced if required.

Company / Client Authorisation: _____ **Date:** _____

Signatory Name: _____ **Signatory Title:** _____

Client Terms

- Signing this timesheet constitutes acceptance of our full Terms of Business. (Should you require a copy please contact Paramount Purchasing).
- Should a Paramount Purchasing Labour Hire or Fixed Term contractor, be offered and accept a permanent or contract position (with the client, or any related or associated business entity of the client, or a third party) during a LHC or within 6 months of completion of a LHC, a placement fee, in accordance with our fee structure will apply.
- Under the Occupational Safety and Health Act the Client is responsible for meeting their obligations under the Act and ensures the health and safety at its workplace for all workers.