



JUST LEGAL PTY LTD
JOBS AND TRAINING

Legal Management and Support Staff Personnel
Legal Administrative & Secretarial Training Courses

Member RCSA

ACN 006 663 485

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TEMPORARY STAFF TIME SHEET

Week Ending:	_____
Client:	_____
Address:	_____
Contact:	_____
Name of Temporary Staff:	_____
Position Held:	_____

DAY	DATE	START TIME	FINISH TIME	LUNCH BREAK	HOURS WORKED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
TOTAL HOURS WORKED					

Signed by Temporary	_____
Signed by Client	_____

CLIENTS PLEASE NOTE:

Please sign form to verify that hours listed are correct and that you accept the terms stated hereunder and as issued in our Terms and Conditions.

1. A special permanent placement fee of 12% of gross annual salary is payable should a temporary be placed on your staff within a period of nine months of the last assignment with your firm.
2. In the event a temporary is considered unsuitable, no charge will be made provided you advise us within three hours of commencement of that assignment.
3. A temporary must work at least four hours per day.
4. Accounts are payable within seven days of Invoice.