

fbi recruitment. we know where you work.

Australia: Level 1, 24 Hickson Road, Walsh Bay, NSW 2000 Australia. Phone: +61 2 9247 4755. Fax: +61 2 9247 3700

Europe: Stadionkade 127/3, 1076BR Amsterdam, The Netherlands. Phone: +31 (0) 624 554 265.

Web: www.fbirecruitment.com Email: fbi@fbirecruitment.com

fbi recruitment Pty Ltd A.C.N 065 347 192

Timesheet

Please submit the completed timesheet to timesheets@fbirecruitment.com or fax to +61 2 9247 3700

Week ending Sunday _____

Your name _____

Company name _____

Supervisor's name _____

Supervisor's phone number _____

Consultant's name _____

Talent please note:

1. Complete a separate timesheet for each assignment and for each week's work.
2. Each timesheet must be signed by your supervisor, or your supervisor's alternate timesheet signatory.
3. In order to be paid you must fax or email this completed FBI Recruitment timesheet by 10am Monday.

| | Start time | Finish time | Minus lunch | Total hours |
|-----------|------------|-------------|-------------|-------------|
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |
| Sunday | | | | |

- Assignment completed
- Assignment will continue

| | |
|----------------------|--|
| Total regular hours | |
| Total overtime hours | |
| Total hours worked | |

TERMS OF BUSINESS

These Terms of Business govern the relationship between FBI Recruitment and you (In these terms "you" or "the client"). You agree to be bound by these Terms of Business as a condition of accepting details of Talent, meeting with Talent or employing or engaging Talent and any introduction of Talent to you constitutes acceptance of these terms by you even if you have not signed or endorsed these terms of business and returned a copy to FBI Recruitment. No variation can be made to these terms without the written consent of a Director of FBI Recruitment.

Definitions

An assignment is any request to FBI Recruitment for staffing assistance by the Client, whether on a permanent, contract or freelance basis. This request may be written or verbal and is deemed to exist once the Client accepts an introduction of Talent.

An introduction of Talent includes the supply by FBI Recruitment of details of prospective creative Talent either for permanent, contract or freelance work. This may include (but is not limited to) the provision to the Client of any Talent details in any format including verbal description, resume, portfolio, work samples or letter. This introduction may be made verbally, in hard copy or in digital/html format. Any introduction must be treated by the Client with the strictest confidentiality.

Onward referral

Introductions are strictly confidential. FBI Recruitment is entitled to the fee payable where a Talent is placed directly with the Client or with any subsidiary or associated company of the Client. FBI Recruitment's fee is also payable when, within one (1) year of an introduction of Talent or within one (1) year of the Talent having previously worked for you, you or a subsidiary or associated company appoints the Talent, or introduces the Talent to a third party who then appoints the Talent either on a permanent or contract basis.

Suitability of talent

All freelancers are assigned under the exclusive direction and control of the client from the time they arrive to take up their duties to the conclusion of the booked project. Neither FBI Recruitment nor anyone acting on our behalf, can be held responsible for any claims, errors, omissions, loss, expense, damage or delay however occasioned.

Fee structure and Payment Terms for Freelance

FBI Recruitment quoted freelance fees are an all-inclusive quoted rate, which covers temporary / freelance wages, and provision for all statutory charges inclusive of superannuation, workers' compensation insurance and payroll taxes. FBI Recruitment is responsible for PAYE tax payments.

FBI RECRUITMENT SATISFACTION GUARANTEE

Permanent Introductions

We guarantee all permanent appointments for 3 months from the date of commencement. This guarantee means that if our candidate is terminated or leaves your employ within

this period, we will endeavour to locate a suitable replacement at no additional cost. The replacement guarantee only applies if all fees have been paid within 7 days of the candidate's commencement date, the original job description and / or assignment specification does not alter in any way and the Talent's employment wasn't ceased as a result of redundancy, company closure or management change. Any additional costs and other out-of-pocket expenses such as advertising are not included in this replacement guarantee.

Freelance and contract introductions

In the event you are unhappy with the services of a Freelance Talent or Contract Talent, please discuss this with a Director of FBI Recruitment and we will address this on a case by case basis.

Provision of freelancers and contractors

All freelance assignments / projects are quoted and confirmed in writing by FBI recruitment. Should the client fail to give 24 hours notice of a pending cancellation of a booking and should the freelancer report for duties, a minimum 4 hours charge will be invoiced.

Freelance / Temporary turning Permanent

When a client employs a temporary who is currently engaged on assignment, or whose assignment was completed within 9 months of the commencement of permanent employment, our scheduled permanent placement is applicable, unless a reduced fee has been agreed and confirmed in writing by FBI Recruitment.

Talent signature

Before signing below, please make sure that all hours and totals are correct. I certify that the hours are correct.

Signature _____

Client signature

Before signing below, please make sure that all hours and totals are correct. You will be billed for the hours listed above. I certify that the hours shown are correct and authorise payment.

Signature _____