

Please complete in black ink and ensure the information is kept within the assigned blocks. Please fax back to (011) 324 1933 every Monday by 12pm

ASSIGNEE TO COMPLETE												<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">D</td><td style="width: 20px;">D</td><td style="width: 20px;">M</td><td style="width: 20px;">M</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td> </tr> <tr> <td colspan="8" style="text-align: center;">(enter Sundays date)</td> </tr> </table>								D	D	M	M	Y	Y	Y	Y	(enter Sundays date)							
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WEEK ENDING																																			
FIRST NAME																																			
SURNAME																																			
ID NUMBER																																			
COMPANY																																			
	DATE				TIME STARTED				LESS LUNCH				TIME FINISHED				NORMAL TIME				OVERTIME														
	D	D	M	M	Y	Y	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Min	Hrs	Min															
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SUNDAY																																			
EMPLOYEE SIGNATURE												TOTAL NORM				TOTAL O/T																			
<p>I hereby certify that the hours recorded were worked by me during this week ending, and has been signed certified by a duly authorised representative of the Client.</p>																																			
CLIENT TO COMPLETE																																			
<p>The client's signature on this timesheet confirms acceptance of the terms and conditions stated herein Further it is hereby confirmed by the client or its duly authorised representative, that the hours shown CLIENT SIGNATURE for this week ending are correct and the work performed by the said assignee was completed in a satisfactory manner</p>																																			
REPORT TO POSITION											DATE																								

TERMS AND CONDITIONS: 1. Accountants On Call agrees to provide Assignees to the Client for assignments to be carried out, under the control, direction and supervision of the Client, at the time and place of employment, as agreed between Accountants On Call and the Client. 2. The representative of the Client who signs this timesheet warrants that he/she is duly authorised to do so and consequently binds the Client to all Accountants On Call's Standard Terms of Service. 3. The Client will be invoiced at the agreed and pre-advised rate 4. The Client will be invoiced on a weekly basis and payment is due within seven (7) working days of the invoice date, or as per your Service Level Agreement (SLA). Accountants On Call reserves the right to withdraw an assignee until all overdue amounts are paid, and to charge interest on any overdue amounts at the maximum rate in terms of the Usury Act. 5. Accountants On Call reserves the right to withdraw Assignees from an assignment without notice, and replace the assignee with another that has comparable qualifications. 6. Each Assignee has a one (1) day guarantee. Should the Client find an Assignee's work to be unsatisfactory, the Client must notify Accountants On Call on the day of commencement of the assignment, and request that the assignment be terminated. In this event, no charge will be made for the hours worked and immediate arrangements will be made for a new Assignee to be allocated to the Client. 7. In the event of the cancellation of the assignment the Client agrees to notify Accountants On Call 24 hours prior to the commencement of the assignment. Failing to do so will result in a late cancellation fee of eight (8) hours. 8. Should an Assignee who was introduced to the Client by Accountants On Call, be offered temporary or permanent work by the Client and/or a third party within twelve (12) months after the termination date of the said assignment, a placement fee will be charged to the Client. The Client acknowledges that it is their responsibility to notify Accountants On Call, should any such placements occur. 9. Any time worked in excess of the standard working hours per week as per the Basic Conditions of Employment Act, will be regarded as overtime for any temporary assignment, and will be charged for as prescribed by the said legislation. 10. If the Assignee is required by the Client to work at night, a premium will be charged to cover shift allowances, as per the Basic Conditions of Employment Act. 11. Public Holidays which fall on a normal working day, will be charged for as a normal working day and the Assignee will be paid accordingly provided the Assignee works, or is on **authorised leave**, the day before and the day after the Public Holiday. Further, Should an Assignee work on a public holiday it will be billed and paid at double time. 12. No Accountants On Call Assignee may be entrusted to unattended premises or any part thereof, handling cash, script, credit cards, valuables or other similar property, nor are they authorised to sign any documents or give any advice of any nature.