

BOOKING FORM (Temporary)

To confirm booking and commence recruitment, the following form plus Terms and Conditions, WHS Agreement and Account Application are to be returned to Quality Staff offices if not already active.

Type: Ongoing Ad-Hoc New Order
 Fixed Period expected from _____ to _____

Company: _____

Position: _____ or

Agi Driver / Semi Tipper / Truck and Dog – please specify axles and weight: _____

Location and Start Time: _____

PPE Required: _____

Other special Requirements: _____

Invoice Contact #1 _____ *Name and Phone*

_____ *Email*

(Optional) Invoice Contact #2 _____ *Name and Phone*

_____ *Email*

Online timesheet passwords are considered as an online signature. Please assign two authorised persons below. #2 is required in case of absence or emergency.

Online Timesheet Approver #1 _____ *Name and Phone*

_____ *Email*

Online Timesheet Approver #2 _____ *Name and Phone*

_____ *Email*

This Booking Form is confirmation of having received and understood the Schedule of Fees and Terms and Conditions of Business including the requirements regarding Work, Health and Safety. Quality Staff temporary rates will increase from time to time.

.....**[company name]** agree to participate in an on-going WH&S process aimed at eliminating injuries in the workplace. This may include but not be limited to toolbox meetings, site inspections, incident reporting and monitoring workplace safety.

Client Authorisation:

Name: _____

Signature: _____

Date: _____

Please return to Quality Staff offices via email at Annabelle@qualitystaff.com.au or fax on 08 8338 4999