

A Q U E N T

Quellijnstraat 80b
1072 XW Amsterdam

Completed timecards must be faxed to
020 471 21 35 by **10am Monday**
for payment on Thursday that week.

Candidate details:

Name: _____

Ltd. company name: _____

Client details:

Client: _____

Supervisor's name: _____

Order details:

Week ending Sunday: / /

Purchase Order No.: _____

This order will/will not continue. _____

Day	Date	Holiday pay(✓)	Day rate(✓)	Time in	Time out	Breaks taken (deducted)	Hours		Total
							Regular	Overtime	
Monday	/ /			:	:	:	.	.	.
Tuesday	/ /			:	:	:	.	.	.
Wednesday	/ /			:	:	:	.	.	.
Thursday	/ /			:	:	:	.	.	.
Friday	/ /			:	:	:	.	.	.
Saturday	/ /	X		:	:	:	.	.	.
Sunday	/ /	X		:	:	:	.	.	.
Total hours							.	.	.

Supervisor's signature:

I certify that the hours shown here are correct and authorise payment according to Aquent's Terms & Conditions of business which I have received and accepted as the basis for this transaction.

Signature: _____

Print name: _____

Notes on completion of timecards

General notes:

1. Use a separate timecard for each assignment and for each week worked.
2. Each timecard must be signed by your supervisor at the job site.
3. In order to guarantee that you are paid in a given week, you must fax or deliver a completed, signed timecard to Aquent by 10:00am on Monday. Payment will be made by direct deposit into your account by Thursday of that week.
4. For your first assignment, please confirm your bank details in writing when your timecard is submitted to ensure prompt payment.
5. When filling in hours, use the 24 hour clock and round to the nearest 15 minutes.

Overtime hours:

Hours worked for the same client in excess of eight per day constitute overtime. Hours worked on Saturday, Sunday and/or a Bank Holiday constitute overtime. Overtime is time and a half the regular rate, unless previously agreed in writing by Aquent and the client.

Holiday Pay:

To receive holiday pay tick clearly in the coloum provided. Holiday pay is paid in whole days.

For Limited Company contractors:

1. Each timecard must be accompanied by an invoice as stated in our Terms and Conditions.
2. A Consultancy agreement must be signed for each new assignment in order for you to be paid.

For clients:

1. Before signing this timecard, please make sure that the hours and totals are correct. You will be billed for the hours listed above in accordance with our Terms & Conditions.
2. Our employees are paid by Aquent. Please make no payment directly to our employees.
3. Employees may be contacted for employment through Aquent only, and are supplied in accordance with our Terms & Conditions.
4. As agreed in Aquent Terms & Conditions there is a minimum charge of four hours.