

Established in 2001, we pride ourselves on understanding the needs of our clients, at the same time as valuing our loyal & trusted staff members. Should you find these terms of service acceptable, please sign at the end of this page. Then complete the registration form on page 2 and return both pages to

TERMS OF SERVICE

Payment

- **All service is offered on a payment in advance basis, only!**
- Payment reflected in our Bank account, confirms your booking.
- Payment may be made by EFT into our bank account or in cash at our office.
- Bank charges generate by cash deposits will be charged back to the client.
- Bank Account details are clearly indicated on our Invoices and Statements.
- Overdue accounts will attract a monthly penalty

Staff Duties

- They are to work a FULL 7 hours Mon-Sat and 6 hours on a Sun or Public Holiday. If they indicate they “are done” & wish to leave early, please report this per Whatsapp to the office.
- The 6/7 hours includes a ½ hour lunch break. You are not obliged to provide breakfast but are required to supply liquid refreshments and a small lunch worth about R35.00. Alternatively, this cost will be added to your account.
- Staff insubordination is not tolerated. Please Whatsapp or call us if this occurs.
- Staff may be asked to do any chore within reason and the time available.
- Unreasonable expectations & micro managing staff is not advisable.

Cancellation

- All bookings & cancellations should be made directly with the office and not with the staff. This requirement is non-negotiable
- You accept you will be required to pay a full day’s fees, unless you have given us at least 24 hours’ notice of cancellation
- You have 48 hours grace to advise the office if a staff member does not arrive at work. In which case an alternate date or staff member will be offered.

Other

- **Risk** We offer you the staff member at your own risk and do not accept liability for damaged goods or loss of property. The staff member is not liable for damaged goods. Where possible you are required to supervise. PLEASE do not leave valuable items or cash lying around!
- **Penalty** Clients wishing to employ one of our staff members on a permanent basis accept there is a poaching fee of R6000.00. This is effective for a three-month period from their last assigned working day with you. These conditions apply whether or not they are currently employed by us, on a full or part-time basis. Please note all our staff are referenced, trained, registered with UIF, SARS & Workman’s Compensation. In addition, they have signed a legally binding contract with us, which includes a penalty clause that they should pay us if they poach our clients.
- **Jurisdiction** In the event of legal action being instituted the client shall be liable for all tracing fees, collection fees and all legal costs incurred by us on attorney and client scale. In addition the client accepts the jurisdiction of the magistrate’s court

Name _____

Signature _____

Date _____

CLIENT REGISTRATION FORM

Company Name (if applicable)			
Company Registration Number			
First Name		Title	
Surname			
Address where service is required			
Postal Code			
Cell Number 1			
Cell Number 2			
SIGNATORY ID NUMBER ESSENTIAL			
E-MAIL ADDRESS - ESSENTIAL			

PLEASE SELECT THE SERVICE YOU REQUIRE

Casual Hire per 7 hour day		R 400.00	
Monthly Contract with a calendar months' notice			
Seven hours, including lunch	per day	R 370.00	
Eight hours, including lunch	per day	R 420.00	
If you are unable to supply lunch please add	per day	R 35.00	

PLEASE NOTE

- Any and all specials offered, do not effect this monthly pricing agreement

I agree to the service selected above and the subsequent note.

Name _____

Signature _____

Date _____