

Telephone:

22/05/2018

Re: Confirmation of Employment

To whom it may concern

I confirm that _____ is employed by _____ is located at our Brisbane yard.

We further confirm:

- He is required to transport his own tools, equipment and truck washing supplies to our yard as we have no secure lock up facilities on site. A full list of items are listed below:

Item	Weight	Dimensions
Crate with straps	12.4kg	310 x 340 x 340
Bag for paperwork	5.4kg	500 x 300 x 200
Washing bucket and rags	6.5kg	280 x 450 x 280
Overnight Bag	5.3kg	550 x 280 x 290
Toolbox of trailer parts	18.8kg	400 x 130 x 120
Swag and bedding	6.5kg	800 x 360 x 360
Large bottle of Truck wash	20.3kg	420 x 270 x 220
Extendable broom	1.5kg	1420 x 300
Extendable angling tool	.3kg	1040 x 200
Load binder bar	.2kg	400 x 20
Toolbox of tools	16.1kg	250 x 150 x 120
Bucket of chains and dogs	30.5kg	300 x 250 x 300

- He is regularly required to work in excess of 10 hours per day and is paid an overtime meal allowance per legislation. For the year ended 30th June 2016 this was \$15.20 * 219 days = \$3328.
- Due to the nature of Simon's role (transport) he requires a mobile phone so that we can make contact with him during working hours.
- He is required to work outdoors.
- He is required to provide his own stationary to ensure compulsory log books are maintained.
- We regularly communicate with _____ via the internet and emails. We confirm that he is not supplied with a work computer.

- We regularly communicate with [redacted] via the internet and emails. We confirm that he is not supplied with a work computer.
- [redacted] requires a current truck driver's license (MC License) to fulfil the requirements of the role.
- Time sheets and daily run sheets are required to be sent to Head Office in [redacted] once per week. At the time, [redacted] would mail these by express-post every Saturday morning, which he used his personal car to drive to the closest express post box.

Should you need to discuss the matter further, for the sake of clarity, please contact me by email or contact accountant, Mr David Douglas: david@daviddouglas.com.au

Regards

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