**MISSION ORDER N°XXX**

**Your company:** XXX

**Manager:** XXX

**Address:** XXX

**Phone number:** XXX

**Client**

| **Client’s company**: XXX**Address**: XXX**Contact person**: XXX**Contact’s title**: XXX**Phone number**: XXX**Email**: XXX |
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**Collaborator**

| **Surname**: XXX**Name**: XXX**Address**: XXX**Title**: XXX**Phone number**: XXX**Email**: XXX |
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**Mission**

| **Project reference**: XXX**Purpose of mission**: XXX**Start date**: XXX**End date**: XXX**Mission duration**: XXX**Location**: XXX**Mission’s goal(s)**: XXX |
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**Journey**

| **Collaborator’s place of residence**: XXX**Collaborator’s place of accommodation**: XXX**Means of transport**: XXX**Traveling hours**: XXX |
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**Obligations**

| * You must read and respect the rules of procedures & the specific safety measures adopted by the client.
* You have a duty of confidentiality regarding information obtained with the client.
* You must enter your timesheets & expense notes on BoondManager and submit them for validation.
* Absences must be reported ahead as soon as possible to your employer as well as reported to the client.
* You agree to comply with closed days of the client’s company and with decision-related leaves.
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**Date :** XXX

**Collaborator’s signature Manager’s signature**