**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**