

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

Collaborator

Surname: XXX

Name: XXX

Address: XXX

Title: XXX

Phone number: XXX

Email: XXX

Mission

Project reference: XXX

Purpose of mission: XXX

Start date: XXX

End date: XXX

Mission duration: XXX

Location: XXX

Mission's goal(s): XXX

Journey

Collaborator's place of residence: XXX

Collaborator's place of accommodation: XXX

Means of transport: XXX

Traveling hours: XXX

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.

Date : XXX

Collaborator's signature

Manager's signature