

Offshore staffing contract checklist

Nine points to check before you sign with any offshore staffing provider. Ask for every answer in writing and compare it with the provider's published terms. Version 1.0, 1 October 2026. From offshored.net/offshore-staffing-contracts-australia.

#	What to check	The provider's written answer
1	Minimum term and lock-in Minimum term, renewal and exit penalty, stated in writing. No lock-in is the standard to measure against.	
2	Notice period and the final invoice Notice both ways, the final invoice calculation, and the team member's position during notice.	
3	Every fee beyond the monthly fee A written list of every extra: recruitment, setup, equipment, software, exit, replacement, late payment. First month proration.	
4	How and when the fee can change Who can change the fee, on what trigger, with what notice, and whether you can decline. Currency of invoicing.	
5	Who legally employs the person The employing company and its registration number. The Australian contracting company and its ABN. Both checked on the registers.	
6	What happens if the person leaves or does not work out Who pays for replacement, how fast, any time limit, what the provider needs before ending a placement, and who carries the dismissal risk.	
7	Confidentiality and intellectual property Confidentiality that survives employment, and an IP assignment, in the employment contract itself. NDA available on request.	
8	How your data is handled and removed Where the work is done, who controls the logins, device controls, access removal on exit, whether the provider holds your data. Certificates seen, not claimed.	
9	Who manages performance and what happens when it slips A named contact, feedback points, attendance records and a written process before replacement.	

Three signs to stop and ask again: an answer from the sales call that changes or disappears in the written agreement; no sight of the confidentiality and IP clauses in the staff member's own employment contract; terms that are not published or carry no date. **Offshored's terms:** no lock-in, 30 days' notice with a prorated final invoice, one all-inclusive monthly fee with no recruitment, setup or exit fees, replacement at Offshored's cost, confidentiality and IP assignment in the Australian Pathways OPC employment contract, work in your systems under your logins. Full Terms of Service at offshored.net/terms. General information, not legal advice.