

«Contact\_Title» «Contact\_Christian» «Contact\_Surname»  
«Company\_Name»  
«CompanyAddress\_Street»  
«CompanyAddress\_Suburb»  
«CompanyAddress\_City»  
«CompanyAddress\_County»  
«CompanyAddress\_PostCode»

12 May 2004

Dear «Contact\_Title» «Contact\_Surname»

**Re: Terms and Conditions**

Further to our recent conversation, please find attached our standard terms of business. Please sign and return so we can start recruiting and advertising on your company's behalf.

Should you require any further information, please do not hesitate to contact me.

Yours sincerely,

«Merge\_User»

**CLIENT TERMS OF BUSINESS FOR THE SUPPLY OF LIMITED COMPANY CONTRACTORS (where the Contractor is under the supervision, direction or control of the client and has not opted out of the 2003 Conduct Regulations)**

**1. DEFINITIONS**

1.1. In these Terms of Business the following definitions apply:

“Assignment”	means the period during which the Contractor is supplied by the Employment Business to render services to the Client
“Client”	means the person, firm or corporate body together with any subsidiary or associated Company as defined by the Companies Act 1985 to whom the Contractor is supplied or introduced;
“Employment Business”	means Mane Contract Services Ltd of UCB House, 3 George Street, Watford, Hertfordshire, WD18 0UH
“Contractor”	means the Limited Company introduced to the Client by the Employment Business to carry out an Assignment (and save where otherwise indicated, includes any officer, employee or representative thereof).
“Engagement”	means the engagement, employment or use of the Contractor's services or the services of any officer, employee or representative of the Contractor, directly by the Client or any third party or through any other employment business on a permanent or temporary basis whether under a contract of service or for services; an agency, licence, franchise or partnership arrangement; or any other engagement
“Introduction”	means (i) the Client's interview of an officer, employee, or representative of the Contractor, in person or by telephone, following the Client's instruction to the Employment Business to supply a Contractor or (ii) the passing to the Client of information which identifies a Contractor; and which leads to an Engagement
“Transfer Fee”	means the fee payable in accordance with clause 7.1(b) below and Regulation 10 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003.
“Relevant Period”	means the longer period of either 14 weeks from the first day on which the Contractor worked for the Client, or 8 weeks from the day after the Contractor was last supplied by the Employment Business to the Client.
“Introduction Fee”	means the fee payable in accordance with clause 7.2(b) below and Regulation 10 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003.
“Remuneration”	includes fees, guaranteed and/or anticipated bonus and commission earnings, allowances, inducement payments, and all other payments taxable, (and, where applicable, non-

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<sup>1</sup> The ‘first day’ will be the first occasion on which a Contractor is supplied to work for the Client or the first day of an assignment where there has been more than 42 days since the end of any previous assignment

taxable) payable to or receivable by the Contractor for services rendered to or on behalf of the Client.

- 1.2 Unless the context otherwise requires, references to the singular include the plural.
- 1.3 The headings contained in these Terms are for convenience only and do not affect their interpretation.

## 2. THE CONTRACT

- 2.1. These Terms constitute the contract between the Employment Business and the Client for the supply of the Contractor's services to the Client and are deemed to be accepted by the Client by virtue of its request for, interview with or engagement of a Contractor or the passing of any information about the Contractor to any third party following an Introduction.
- 2.2. These terms contain the entire agreement between the parties and unless otherwise agreed in writing by a Director of the Employment Business, these Terms prevail over any terms of business or purchase conditions put forward by the Client.
- 2.3. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Client and are set out in writing and a copy of the varied terms is given to the Client stating the date on or after which such varied terms shall apply.

## 3. INFORMATION TO BE PROVIDED

- 3.1. When making an Introduction of a Contractor to the Client the Employment Business shall inform the Client of the identity of the Contractor and the person to be supplied to do the work; and confirm that the Contractor and the person to be supplied to do the work has the necessary or required experience, training, qualifications and any authorisation required by law or a professional body to work in the Assignment.
- 3.2. Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public or Bank holiday) following, save where the Contractor is being proposed for an Assignment in the same position as one in which the Contractor had previously been supplied within the previous five business days and such information has already been given to the Client.

## 4. CHARGES

- 4.1. The Client agrees to pay the hourly charges of the Employment Business. The charges are calculated according to the number of hours worked by the Contractor (to the nearest quarter hour). The charges comprise mainly the Contractor's pay but also include the Employment Business's commission calculated as a percentage of the Contractor's pay, and any travel, hotel or other expenses as may have been agreed with the Client or, if there is no such agreement, such expenses as are reasonable. VAT, if applicable, is payable on the entirety of these charges.
- 4.2. The charges are invoiced to the Client on a weekly basis and are payable within 30 days from date of invoice. The Employment Business reserves the right to charge interest on any overdue amounts at the rate of 8% per annum above the base rate from time to time of the Bank of England from the due date until the date of payment.
- 4.3. There are no rebates payable in respect of the charges of the Employment Business.

## 5. TIME SHEETS

- 5.1. At the end of each week of the Assignment (or at the end of the Assignment where the Assignment is for a period of less than one week the Client shall sign the Employment Business's time sheet verifying the number of hours worked by the Contractor during that week.
- 5.2. Signature of the time sheet by the Client indicates is confirmation of the number of hours worked. If the Client is unable to sign a time sheet produced for authentication by the Contractor because the Client disputes the hours claimed, the Client shall inform the Employment Business as soon as is reasonably practicable and shall co-operate fully and in a timely fashion with the Employment Business to enable the Employment Business to establish what hours, if any, were worked by the Contractor. Failure to sign the time sheet does not absolve the Client's obligation to pay the charges in respect of the hours worked.
- 5.3. The Client shall not be entitled to decline to sign a timesheet on the basis that he is dissatisfied with the work performed by the Contractor. In cases of unsuitable work the Client should apply the provisions of clause 10.1 below.

## 6. PAYING THE CONTRACTOR

6.1. The Employment Business is responsible for paying the Contractor.

## 7. TRANSFER AND INTRODUCTION FEES

7.1 In the event of the Engagement of a Contractor supplied by the Employment Business either (1) directly by the Client or (2) by the Client pursuant to being supplied by another employment business, within the Relevant Period the Client shall be liable, to either:

- a) Subject to electing upon giving 5 days notice, an extended period of hire of the Contractor being 26 weeks during which the Employment Business shall be entitled to the charges set out in clause 4.1 above for each hour the Contractor is so employed or supplied; or
- b) A Transfer Fee calculated as follows: 20% of the Remuneration applicable during the first 12 months of the Engagement or if the actual Remuneration is not known, the hourly charges referred to in clause 4.1 multiplied by 200. No refund of the introduction fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

7.2 In the event that there is an Introduction of a Contractor to the Client which does not result in the supply of that Contractor by the Employment Business to the Client, but which leads to an Engagement of the Contractor by the Client either directly or pursuant to being supplied by another employment business the Client shall be liable, to either:

- a) Subject to electing upon giving 5 days notice, an extended period of hire of the Contractor being 26 weeks during which the Employment Business shall be entitled to the charges set out in clause 4.1 above for each hour the Contractor is so employed or supplied; or
- b) A Transfer Fee calculated as follows: 20% of the Remuneration applicable during the first 12 months of the Engagement or if the actual Remuneration is not known, the hourly charges referred to in clause 4.1 multiplied by 200. No refund of the introduction fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

7.3 In the event that the Engagement of the Contractor is for a fixed term of less than 12 months, the fee in clause 7.1(b) or 7.2(b) will apply pro-rata. If the Engagement is extended beyond the initial fixed term or if the Client re-engages the Contractor within 3 months of the termination of the first Engagement the Client shall be liable to pay a further fee based on the additional Remuneration applicable for the period of Engagement following the initial fixed term up to the termination of the second Engagement or the first anniversary of its commencement, whichever is sooner.

7.4 In the event that the Contractor is introduced by the Client to a third party with whom the Contractor takes up employment within the Relevant Period the Client shall be liable to pay a transfer fee calculated as follows: 20% of the Remuneration applicable during the first 12 months of the Engagement or, if the actual amount of the Remuneration is not known, the hourly charges referred to in clause 4.1 multiplied by 200. No refund of the Transfer Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

## 8. LIABILITY

8.1. Whilst every effort is made by the Employment Business to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from Contractors and to provide the same in accordance with the Assignment details provided by the Client, no liability is accepted by the Employment Business for any loss, expense, damage, costs or delay arising from the failure to provide a Contractor for all or part of the period of the Assignment or from the negligence, dishonesty, misconduct or lack of skill of the Contractor or if the Contractor terminates the Assignment for any reason. For the avoidance of doubt, the Employment Business does not exclude liability for death or personal injury arising from its own negligence.

8.2. Contractors provided by the Employment Business to the Client are deemed to be under the direction and control of the Client for the duration of the Assignment. The Client will comply in all respects with all relevant statutes, by-laws and legal requirements including provision of adequate Public Liability insurance in respect of the Contractor. The Client shall indemnify the Employment Business against any costs, claims, damages and expenses incurred by the Employment Business as a result of any breach of these Terms by the Client.

8.3 The Client shall advise the Employment Business of any special health and safety matters about which the Employment Business is required to inform the Contractor and about any requirements imposed by law or by any professional body which must be satisfied if the Contractor is to fill the Assignment. The Client will assist the Employment Business in complying with the Employment Business' duties under the Working Time Regulations by

supplying any relevant information about the Assignment requested by the Employment Business and the Client will not do anything to cause the Employment Business to be in breach of its obligations under these Regulations. Where the Client requires or may require the services of a Contractor for more than 48 hours in any week, the Client must notify the Employment Business of this requirement before the commencement of that week.

- 8.4 The Client undertakes that it knows of no reason why it would be detrimental to the interests of the Contractor for the Contractor to fill the Assignment.
- 8.5 The Client shall indemnify and keep indemnified the Employment Business against any costs, claims or liabilities incurred by the Employment Business arising out of any Assignment or arising out of any non-compliance with clauses 8.2 and 8.3 and/or as a result of any breach of these Terms by the Client.

## 9. SPECIAL SITUATIONS


- 9.1 Where the Contractor or the person supplied to do the work is required by law, or any professional body to have any qualifications or authorisations to work on the Assignment or the Assignment involves caring for or attending one or more persons under the age of eighteen or any person who by reason of age, infirmity or who is otherwise in need of care or attention, the Employment Business will take all reasonably practicable steps to obtain and offer to provide copies of any relevant qualifications or authorisations of the Contractor or the person supplied to do the work, two references from persons not related to the Contractor or the person supplied to do the work who have agreed that the references they provide may be disclosed to the Client and has taken all reasonably practicable steps to confirm that the Contractor or the person supplied to do the work is suitable for the Assignment. If the Employment Business is unable to do any of the above it shall inform the Client of the steps it has taken to obtain this information in any event.

## 10. TERMINATION OF THE ASSIGNMENT

- 10.1 The Client may terminate the Assignment by giving to the Employment Business 1 days notice.
- 10.2 Notwithstanding the provisions of sub-clause 9.1 the Client may terminate the Assignment forthwith by notice in writing to the Employment Business where:
- 10.2.1 the Contractor is in wilful or persistent breach of its obligations;
  - 10.2.2 the Client reasonably believes that the Contractor has not observed any condition of confidentiality applicable to the Contractor from time to time; or
  - 10.2.3 for any reason the Contractor proves unsatisfactory to the Client.
- 10.3 The Employment Business may terminate an Assignment forthwith by notice in writing: -
- 10.3.1 if the Client is in wilful or persistent breach of its obligations under these Terms; or
  - 10.3.2 if the Client becomes bankrupt or has a receiving order or administrative order made against it or is put into liquidation (save for the purposes of solvent reconstruction or amalgamation).
- 10.4 The Employment Business shall notify the Client immediately if it receives or otherwise obtains information which gives it reasonable grounds to believe that a Contractor supplied to the Client is unsuitable for the Assignment and shall terminate the Assignment under the provisions of clause 10.3.

## 11. LAW

- 11.1 These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.



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*Signed on behalf of the Employment Business*

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*Signed on behalf of the Client*

\_\_\_\_\_  
*Print Name & Company*

\_\_\_\_\_  
*Date*