

Key Personnel Solutions Ltd
 2nd Floor, Granby House
 44 Friar Lane
 Nottingham
 NG1 6DQ

Website
 E-mail

www.key-personnel.co.uk
 creditcontrol@key-personnel.co.uk
 payroll@key-personnel.co.uk

TIMESHEET
 FOR TEMPORARY STAFF



TO BE COMPLETED BY TEMPORARY STAFF MEMBER

Name	Job Title

Date	Start	Break	Finish	Total (Exl. Breaks)
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Standard Hours	Overtime Hours

Total Hours Worked



Please return to your local branch by 10.00am
 Monday to ensure payment is made.

TO BE COMPLETED BY COMPANY (PLEASE PRINT)

Company Name _____ Contact _____

Address _____

CERTIFICATE OF HOURS WORKED AND ACCEPTANCE OF OUR 14 DAYS PAYMENT TERMS

I certify that the total hours worked including those at special rate have been satisfactorily worked and that payments in respect of these will be made in accordance with the Terms of Business of Key Personnel Solutions Ltd, our introduction and transfer fees are outlined on the reverse. I can confirm that I have received and agreed prior to receiving the service a full copy of the Terms of Business of Key Personnel Solutions Ltd. THE AMOUNT INVOICED LARGELY REPRESENTS WAGES ALREADY PAID. YOUR CO-OPERATION IN EARLY SETTLEMENT WOULD BE GREATLY APPRECIATED. PLEASE ENSURE A COPY IS RETAINED FOR YOUR RECORDS.

Signed Print name..... Position..... Date.....

for office use only

Date Processed		Timesheet No	
Processed by (Init.)		Week Ending	

Derby Office
 10 Old Blacksmiths Yard
 Sadlergate
 Derby
 DE1 3PD
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Mansfield Office
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 Barnbygate House
 14 Barnbygate
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These Terms and Conditions of Business between Key Personnel Solutions (the company) and an Employer Client (the Client) are deemed to be accepted by the Client by virtue of an interview or the engagement (which term includes employment or use whether under a Contract of Service or for Services) of staff introduced or the temporary worker supplied by the company.

A. PERMANENT STAFF (All staff directly employed or used and paid by the Client)

1. The Client shall notify the Company immediately an applicant introduced by the Company is engaged and pay the fee in accordance with paragraph 2 within 14 days of the date of the invoice. Thereafter fees remaining due will be subject to a service charge the rate of 4% per annum above the base rate from time to time of Lloyds TSB Bank plc from the due date until the date of actual payment,

2. Fee Structure- Total Remuneration	Fee
Gross Remuneration is up to £19,999	20%
Gross Remuneration is between £20,000 and £29,999	22.5%
Gross Remuneration is £30,000 and above	27%

3. Refund Guarantees

Should engagement terminate within 10 weeks (other than through redundancy constructive or unlawful dismissal) 10 % of the introduction fee will be refunded to the client for each un-worked week of the 10 week period.

PROVIDED THAT:

1. The relevant departure is notified by the client to the Employment Agency in writing within 7 days and
2. The fee due was paid within 14 days of the date of invoice.
3. Negotiated or discounted fees are excluded from the guarantee period, unless exclusion is waived in writing by the company.
4. The permanent worker's engagement is not terminated by way of constructive dismissal, redundancy, pregnancy, injury or ill health.

Re –engagement of staff in respect of whom a refund has been made or credited will result in a full fee becoming due and payable immediately with no further credits or refunds being allowed.

(v) Should the Client of any subsidiary or associated company of the Client subsequently re-engage the applicant within the period of 3 calendar months from the date of termination of the Engagement, a full fee calculated in accordance with clause 2 becomes payable, with no entitlement to any refund.

(vi) Introductions to Applicants are confidential are made individually to a Client. The disclosure by a Client to a third party of any details regarding an Applicant introduced by the company which results in an Engagement with that third party within 6 months of the introduction renders the Client liable to payment of the Company's fees as set out in clause 2 with no entitlement to refund. This also applies to candidates engaged in employment with another department of the clients business.

(vii) An introduction fee calculated in accordance with clause 2 will be charged in relation to any Applicant engaged as a consequence or resulting from an introduction by or through the Company, whether direct or indirect, within 6 months from the date of the Company's introduction.

B. TEMPORARY STAFF (Worker supplied to Clients but under a Contract for Services with an paid by the Company)

4. CHARGES 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 Temporary Worker (to the nearest Quarter hour). The charges comprise mainly the Temporary Worker' pay but also include the Employment Business' commission calculated as a percentage of the Temporary Workers pay, Employers National Insurance contributions and any travel, hotel or other expenses as may have been agreed with the Client, or if there us no such agreement, such expenses as are reasonable. VAT if applicable is payable on the entirety of these charges.

These charges will be invoiced weekly and are payable within 14 days of invoice date without any deductions. The Company reserves the right to charge interest on any overdue amounts at the rate of 4% per annum above the base rate from time to time of Lloyds TSB Bank PLC (from the date of actual payment.) There are no rebates in respect of the charges of the Employment Business.

5. TRANSFER AND INTRODUCTION FEES

In the event of the Engagement of a Temporary Worker 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:

- (i) Subject to electing upon giving 1 working week's notice, an extended period of hire of the Temporary Worker being 14 weeks during which the Employment Business shall be entitled to the charges set out in clause 4 for each hour the Temporary Worker is employed or supplied or
- (ii) A Transfer Fee calculated as per our rates in the terms of engagement in clause 2 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 multiplied by 10% of the annual remuneration. 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.
- (iii) In the event that the Temporary Worker is introduced by the Client to a third party which results in the Engagement of the Temporary Worker by the third Party within the Relevant Period the client shall be liable to pay a Transfer Fee calculated as per our rates in terms of engagement in clause 2 of the Remuneration is not known, the hourly charges multiplied by 10% of the annual remuneration. 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.
- (iv) In the event that the Engagement of the Temporary Worker is for a fixed term of less than 12 months, the fee in clause 2 calculated as a percentage of the Remuneration will apply pro-rata. If the engagement is extended beyond the initial fixed term or if the Client re-engages the Temporary Worker 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.
- (v) In the event that the Temporary Worker is introduced by the Client to a third party which results in the Engagement of the Temporary Worker by the third party within the Relevant Period the Client shall be liable to pay a Transfer Fee calculated as per our rates in terms of engagement in 2 of the Remuneration is not known, the hourly charges multiplied by 10 of the annual remuneration. 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.

Please refer to our full terms and conditions of business.

