

## Contractor Schedule

**This Contractor Schedule is subject to the main body of Standard Terms of Business Supply of Contractor Services to Clients. In the event of conflict between main body and this Contractor Schedule, the main body will apply save where expressly provided within the main body and where variation is agreed by both parties below.**

<b>Client Information</b>	
Client Company Name	[Enter the full registered name of the client's limited company]
Client Company Registered Address	
Client Company Registration Number	
Location/s where Services are to be delivered	[Suggested default: To be agreed locally by Contractor and Client]
Client hiring/line manager	
Contact Number for Client hiring/line manager	
<b>Contractor Services Information</b>	
Name of Contractor	[Enter the full name of the ltd company you engage the Representative through]
Representative of Contractor	[Enter the name of the person actually doing the work]
Description of the Services	
Off-Payroll Applicable	[Choose the applicable wording from the following suggestions: Not applicable. [or] Public Authority but not applicable. [or] Applicable and PAYE and NICs deductions will be made by Employment Business to payments made to Contractor.]
Start of Assignment	
End of Assignment	
Mandatory qualifications experience, training, professional body authorisations	[Suggested default: None specified by Client]
Specific hours/days/time keeping requirements	40 hours per week to be agreed locally by Contractor and Client
Notice period for Client to terminate Assignment	4 weeks
Notice period for Employment Business to terminate Assignment	4 weeks
Contractor Opted-Out	yes
<b>Charges Information</b>	
Employment Business Charge – standard hours	TBC
Employment Business Charge – non-standard hours	Example: hours worked over 40 hours per week will be at 1 ½ x the Charge above
Call-out / additional fees / expenses	[Example: Business expenses, call-out, additional fees paid where agreed in writing (including email) by Client's employee or agent.]
Transfer Fee	25% of base annual salary (or annualised contractor charge rate) plus all taxable emoluments
Alternative Hire Period	12 months
Quarantine Period for Opted-Out Contractors	12 months from the end (howsoever arising) of Assignment
Invoicing frequency	monthly
Payment terms	30 days from the date stated on the invoice

<b>General Information</b>	
Terms and Conditions applicable	Standard Terms of Business Supply of Contractor Services to Clients
Agreed variations to Terms and Conditions	No variations agreed

<b>Confirmation of Agreement</b>	
Client Signature	
Print Name	
For and on behalf of [Client's Company Name]	
Date	
Employment Business Signature	
Print Name	
For and on behalf of [Employment Business Name]	
Date	