

**THIS AGREEMENT IS BETWEEN:**Spencer Ogden Limited at 24 King William Street London EC4R 9AT (“**SPENCER OGDEN**”) and the Client.**WHEREAS IT IS AGREED** as follows:

Spencer Ogden is acting as an employment business. The Client has engaged Spencer Ogden to provide recruitment services and Spencer Ogden has or proposes to make an agreement with the Client for the engagement of the Contractor.

**1. DEFINITIONS**

- 1.1 “**AGREEMENT**” means this Agreement, including any Contractor Schedule(s) and timesheets issued pursuant to this Agreement.
- 1.2 “**ASSIGNMENT**” means the period during which the Contractor renders the Services to the Client via Spencer Ogden.
- 1.3 “**AWR**” means the *Agency Workers Regulations 2010* (as amended);
- 1.4 “**CONFIDENTIAL INFORMATION**” means all trade secrets, know-how and any other information confidential to Spencer Ogden or the Client, that is generally not available to the public or is not generally known in the industry in which Spencer Ogden or a Client operates.
- 1.5 “**CONTRACTOR**” means the person introduced by Spencer Ogden to the Client for an Engagement including, but not limited to, any officer, member or employee of the Contractor, including the Contractor who renders the Services to the Client as named in the Contractor Schedule.
- 1.6 “**CONTRACTOR SCHEDULE**” means the schedule given by Spencer Ogden to the Client confirming the details of each Assignment.
- 1.7 “**ENGAGEMENT**” means the engagement, employment or use of the Contractor on a permanent or temporary basis, whether under a contract of service or for services; under an agency, license, franchise or partnership agreement; or through any other engagement directly or indirectly, and “Engages” and “Engaged” shall be construed accordingly.
- 1.8 “**EXTENDED PERIOD OF HIRE**” means a period of twelve (12) months from the end of the Contractor’s Assignment during which Spencer Ogden will continue to supply the services of the Contractor and on completion of which the Client may directly Engage the Contractor without paying a Transfer Fee.
- 1.9 “**INTRODUCTION**” means the provision of any information to the Client by Spencer Ogden that identifies a Contractor and / or a Representative and “Introduces” and “Introduced” shall be construed accordingly.
- 1.10 “**OFF-PAYROLL**” means Chapter 10 Part 2 of *Income Tax (Earnings and Pensions) Act 2003*;
- 1.11 “**QUARANTINE PERIOD**” means twelve (12) months from the Introduction of the Contractor or from the termination of the Agreement, whichever is later, save that if the Regulations apply the Quarantine Period shall be such period as specified in the Regulations.
- 1.12 “**REGULATIONS**” means the *Conduct of Employment Agencies and Employment Businesses Regulations 2003* (as amended).
- 1.13 “**SERVICES**” means the services to be undertaken by the Contractor pursuant to this Agreement, as described in the Contractor Schedule.
- 1.14 “**TRANSFER FEE**” means a fee payable by the Client to Spencer Ogden equivalent to the greater of twenty five percent (25%) of the Contractor’s actual or anticipated first year’s total remuneration or twenty five percent (25%) of the annualised Spencer Ogden gross charge rate set out within the Contractor Schedule or the anticipated charge rate for the Contractor.

**2 AGREEMENT**

- 2.1 This Agreement is effective from and including the date of the Introduction of the Contractor and supersedes all previous agreements issued by Spencer Ogden.
- 2.2 This Agreement shall be deemed to be accepted by the Client by virtue of an Introduction or the Client’s Engagement of a Contractor, by the Client’s interview or request to interview the Contractor or by the Client’s signature at the end of this Agreement or on any timesheet. The Agreement will apply whether or not the Contractor is Engaged by the Client for the same type of work as that for which the Introduction was originally effected.
- 2.3 This Agreement may operate as an agreement for the supply of a single Contractor or as a framework agreement for the supply of multiple Contractors. In the case of the latter a separate Contractor Schedule will be issued for each Contractor.

**3 CLIENT OBLIGATIONS**

- 3.1 The Client shall be responsible for providing office accommodation for the Contractor and any necessary resources and facilities, save where the Client agrees that such resources shall be provided by the Contractor.
- 3.2 The Client undertakes to confirm in writing to Spencer Ogden:
- 3.2.1 the date upon which the Contractor is required to commence the provision of the Services;
- 3.2.2 the expected duration of the Assignment;
- 3.2.3 the nature of the Services to be provided by the Contractor;
- 3.2.4 the location(s) the Contractor is expected to deliver the Services;

- 3.2.5 the number of hours/days and any specific time-keeping and recording requirements the Client expects of the Contractor;
- 3.2.6 any experience, training, qualifications, professional body authorisations the Client requires the Contractor to possess to provide the Services;
- 3.2.7 any expenses payable by or to the Contractor; and
- 3.2.8 any site regulations, IT access/security/usage policies, any other procedures or policies the Client requires the Contractor to adhere to and shall provide copies of such policies/procedures to Spencer Ogden;
- 3.2.9 for applicable Assignments in the United Kingdom, whether the Assignment falls within the scope of the Construction Industry Scheme.

- 3.3 Where the AWR applies to an Assignment, the Client agrees that it will, upon request from Spencer Ogden and without delay, provide accurate details relating to the working and employment conditions (as defined within regulation 5(2) and regulation 6 of the AWR) of the Client’s workers and/or employees who undertake the same or broadly similar work as that of the Contractor during Assignment.
- 3.4 Where Off-Payroll applies to the Client, the Client undertakes and agrees to assess the working practices of Services to be provided during the Assignment and notify Spencer Ogden of the results of such assessment prior to the commencement of the Assignment.
- 3.5 Where Off-Payroll applies to the Client or any end user, the Client undertakes and agrees to provide any information reasonably requested at any time by Spencer Ogden promptly in order to assist Spencer Ogden to comply with Off-Payroll.
- 3.6 The Client undertakes and agrees to notify Spencer Ogden in the event of changes to information provided under clauses 3.34 or 3.4 that occur during the Assignment.

**4 SPENCER OGDEN’S OBLIGATIONS**

- 4.1 Spencer Ogden shall use reasonable endeavours to introduce Contractors to the Client who meet the Client’s stated requirements.
- 4.2 Where Spencer Ogden and the Client have agreed that Spencer Ogden will supply the Client with the services of a particular Contractor, Spencer Ogden will give the Client a Contractor Schedule confirming the name of the Contractor, the agreed pay rate(s), term of the Assignment, description of Services, notice periods and any other relevant details agreed between the parties.
- 4.3 Spencer Ogden shall use reasonable endeavours to ensure that the Contractor complies with the Client’s reasonable and lawful instructions.
- 4.4 Spencer Ogden may substitute the Contractor with another suitably qualified and similarly skilled Contractor with reasonable notice at its absolute discretion.

**5 CHARGES/FEES**

- 5.1 The Client agrees to pay Spencer Ogden’s charges for the Services performed by the Contractor. All charge rates are set out in the relevant Contractor Schedule.
- 5.2 Signature of timesheets or other verification of hours or days worked by the Client is confirmation of the amount of time worked by the Contractor and that the Services have been of a satisfactory standard. It is the Client’s responsibility to ensure that the timesheets are a true reflection of the time worked and that it is satisfied with the quality of the Services supplied. Failure to sign the timesheet does not absolve the Client of its obligation to pay the charges for the Services provided by the Contractor. The Parties acknowledge that Spencer Ogden relies on the fact that the Client has authorised the timesheets when making payment to the Contractor.
- 5.3 If the Client is unable to sign a timesheet produced for authentication by the Contractor because the Client disputes the amount of time claimed, then the Client will notify Spencer Ogden within two (2) working days from presentation to the Client of the timesheet and will co-operate fully and in a timely fashion with Spencer Ogden, including providing documentary evidence of the hours/days worked by the Contractor, to enable Spencer Ogden to establish what periods of time, if any, the Contractor worked.
- 5.4 Where applicable, the applicable exchange rate(s) will be agreed between Spencer Ogden and the Client in advance of the commencement of the Services and will be recorded in the relevant Contractor Schedule.
- 5.5 Save as set out in this clause 5.5, no refunds or rebates are payable in respect of Spencer Ogden’s charges. Spencer Ogden will periodically review and notify the Client of any overpayment(s) or sum(s) paid to Spencer Ogden in error. Spencer Ogden will, upon written request from the Client, provide a refund of such erroneous or over-payment(s) provided such request is made within twelve (12) months from the date of notification. Spencer Ogden will not provide any further notification and will have no liability to repay or refund any erroneous or over-payment(s) once that twelve (12) month period has elapsed.
- 5.6 The Client shall pay Spencer Ogden all reasonable business expenses incurred by the Contractor in the provision of the Services as agreed within the Contractor Schedule. Where travel is required for the provision of the Services, unless stated otherwise in the Contractor Schedule any Client representative may approve the

costs and any associated expenses of such travel. Changes made to travel arrangements arising from Client schedule alterations will be charged to the Client regardless of value or approval and any cancelled travel for which Spencer Ogden are unable to obtain a refund will be charged to the Client regardless of the reason for cancellation. Unless agreed otherwise, Spencer Ogden will apply a twelve and a half percent (12.5%) administration fee on all business and travel expenses.

## **6 INVOICES**

- 6.1 Unless otherwise specified in the Contractor Schedule, Spencer Ogden will invoice the Client for time worked by the Contractor monthly. Invoices will be dispatched by electronic means. The Client will pay Spencer Ogden's invoices within fourteen (14) days of the date of the invoice.
- 6.2 All invoices will be deemed to be accepted in full by the Client unless the Client notifies Spencer Ogden in writing within seven (7) days of the amount the Client disputes and the reason the Client disputes that amount. In the event the Client does so notify Spencer Ogden that it wishes to dispute part of an invoice, the Client shall pay the undisputed part of the invoice within the agreed payment Agreement and shall co-operate fully with Spencer Ogden in order to resolve the dispute as quickly as possible.
- 6.3 In the event of late payment Spencer Ogden reserves the right to charge interest on invoiced amounts overdue charge interest on such sums at the *Late Payment of Commercial Debts (Interest) Act 1998* rate, calculated on a daily basis, from the date such payment is due until receipt of payment in full. The Client will bear any legal costs or other expenses incurred by the Company as a result of non-payment or late payment of an invoice.
- 6.4 The Client agrees to supply Spencer Ogden with any required Purchase Order before the Contractor commences the Services. Where the Client fails to do so Spencer Ogden is authorised to invoice the Client without an accompanying Purchase Order.
- 6.5 Please be aware that there is a significant risk posed by cyber fraud, specifically affecting email accounts and bank account details. It is unlikely that we will need to notify you of a change of our bank account details, but in the unlikely event that we do change our bank details, we will not notify you via email. Please be careful to check account details with us in person if in any doubt. We will not accept responsibility if you transfer money into an incorrect account

## **7 TAXES**

- 7.1 Charges/fees will be subject to any applicable Valued Added Tax.
- 7.2 The Client will not make any deduction or withhold taxes from any payment to Spencer Ogden. If the Client demonstrates to Spencer Ogden's absolute satisfaction that it is required by law to deduct or withhold taxes from a payment to Spencer Ogden, then the Client may make those deductions or withholdings. However, the Client must give Spencer Ogden a receipt for each payment and the Client will increase its payment to Spencer Ogden by the amount necessary to ensure Spencer Ogden receives the full amount which it would have received if no deduction or withholding had been made.
- 7.3 If clause 7.2 applies, then Spencer Ogden will on request by the Client apply for any credit or rebate to which it may be entitled in connection with the deduction or withheld tax. The Client will promptly provide Spencer Ogden with all necessary paperwork necessary to support such application. Spencer Ogden will refund to the Client any credit or rebate received, up to the amount of the increase made by the Client under clause 7.2.

## **8 INTELLECTUAL PROPERTY RIGHTS**

- 8.1 Spencer Ogden shall use reasonable endeavours to ensure that the ownership of all Intellectual Property Rights of whatever nature in all documents or other material and data or other information and devices or processes provided or created by the Contractor in the provision of the Services, will vest in the Client.

## **9 CONFIDENTIALITY**

- 9.1 Except as permitted by law, the Parties will not during and after termination of the Agreement, use or disclose and Confidential Information relating to the other party without the other party's prior written consent. Spencer Ogden shall use reasonable endeavours to procure that the Contractor keeps confidential all Confidential Information of the Client obtained during the Assignment.
- 9.2 Either party will immediately notify the other party on becoming aware of the possession, use or knowledge of any of the Confidential Information by any unauthorised person.

## **10 TERMINATION OF ASSIGNMENTS**

- 10.1 Either party may terminate an Assignment prior to the end of the Assignment by giving not less than four (4) weeks' notice in writing, or such other notice as set out in the relevant Contractor Schedule.
- 10.2 When notice of termination of an Assignment is served by the Client, payment for each week of notice shall be based on the specified hours/days agreed in the

Contractor Schedule or actual worked hours, whichever the greater. Payment shall be made by the Client in accordance with clause 5 above irrespective of whether or not the Contractor continues to provide the Services during this notice period.

- 10.3 The Client may instruct Spencer Ogden, in writing, to end the Services of the Contractor immediately in the event of substantial non-performance of or serious misconduct by the Contractor, provided that the Client provides detailed, written confirmation of the non-performance and/or misconduct.
- 10.4 In the event of termination of an Assignment pursuant to clause 10.3 above, Spencer Ogden will, if required, use reasonable endeavours to provide an alternative Contractor within fourteen days that in the reasonable opinion of Spencer Ogden is suitable to provide the Services.
- 10.5 Spencer Ogden may end any and/or all Assignments immediately by giving the Client notice in writing if the Client is in material breach of this Agreement. For the avoidance of doubt, any breach by the Client of its obligations under clauses 3, 6, 9, 11, 14, 15, 16, 17 or 18 shall constitute a material breach of this Agreement.
- 10.6 This Agreement may be terminated by either party by giving to the other immediate notice in the event that the other party goes into liquidation, becomes bankrupt or enters into an arrangement with creditors or has a receiver or administrator appointed.
- 10.7 Spencer Ogden may terminate the Agreement without notice where has reasonable grounds to believe that the Client will not pay Spencer Ogden's invoices in accordance with the payment terms set out in clause 6.2.1.

## **11 RESTRICTION**

- 11.1 Subject to clause 11.2 below, should the Client, or any client of the Client or any third party to whom the Client has Introduced the Contractor, either during the Assignment or within the Quarantine Period Employ or otherwise Engage the Contractor other than through Spencer Ogden, the Client shall pay Spencer Ogden the Transfer Fee.
- 11.2 Where the Regulations apply, the Client may by giving five days' prior written notice as an alternative to paying the Transfer Fee elect to extend the Services of the Contractor for an Extended Period of Hire.
- 11.3 No refund of the Transfer Fee will be paid in the event that the Employment or Engagement subsequently terminates. Any applicable value added tax is payable in addition to any fee due.
- 11.4 Clauses 11.1 and 11.2 shall survive the termination of the Agreement for the Quarantine Period.

## **12 LIABILITY**

- 12.1 SPENCER OGDEN WILL USE REASONABLE ENDEAVOURS TO ENSURE THE CONTRACTOR HAS THE REQUIRED STANDARD OF SKILL, INTEGRITY AND RELIABILITY; NEVERTHELESS, SPENCER OGDEN PROVIDES RESOURCING SERVICES COMPRISING OF SOURCING, INTRODUCTION AND PAYROLL ADMINISTRATION IN RESPECT OF THE CONTRACTOR AND SO TO THE EXTENT PERMITTED AT LAW SPENCER OGDEN DOES NOT ACCEPT ANY LIABILITY HOWSOEVER ARISING FOR THE QUALITY OF SERVICES PROVIDED BY THE CONTRACTOR.
- 12.2 SAVE FOR DEATH OR PERSONAL INJURY CAUSED BY SPENCER OGDEN'S NEGLIGENCE, SPENCER OGDEN SHALL NOT BE LIABLE FOR ANY LOSS, EXPENSE, DAMAGE OR DELAY ARISING FROM AND IN CONNECTION WITH ANY FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM THE SERVICES NOR FOR ANY NEGLIGENCE WHETHER WILFUL OR OTHERWISE, DISHONESTY, FRAUD, ACTS OR OMISSIONS, MISCONDUCT OR LACK OF SKILL OF THE CONTRACTOR HOWSOEVER ARISING.
- 12.3 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 ALLOW AND REASONABLY ASSIST SPENCER OGDEN IN COMPLYING WITH ITS LEGAL OBLIGATIONS REGARDING THE SUPPLY OF SERVICES BY THE CONTRACTOR.
- 12.4 SPENCER OGDEN SHALL NOT BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL LOSSES OR DAMAGE INCLUDING BUT NOT LIMITED TO; LOSS OF PROFITS, REVENUE, GOODWILL, ANTICIPATED SAVINGS OR FOR CLAIMS BY THIRD PARTIES ARISING OUT OF SPENCER OGDEN'S PERFORMANCE OR FAILURE TO PERFORM ANY OF ITS OBLIGATIONS IN THIS AGREEMENT.
- 12.5 SAVE AS REQUIRED BY LAW, THE SOLE AGGREGATE LIABILITY OF SPENCER OGDEN TO THE CLIENT ARISING IN CONNECTION WITH THIS AGREEMENT SHALL BE LIMITED TO TWO HUNDRED AND FIFTY THOUSAND POUNDS (£250,000).

## **13 INDEMNITY**

- 13.1 THE CLIENT SHALL INDEMNIFY AND KEEP INDEMNIFIED SPENCER OGDEN AGAINST ANY COSTS, CLAIMS OR LIABILITIES INCURRED DIRECTLY OR INDIRECTLY BY SPENCER OGDEN ARISING OUT OF OR IN CONNECTION WITH ANY ASSIGNMENT INCLUDING (WITHOUT LIMITATION) AS A RESULT OF ANY BREACH OF THIS AGREEMENT BY THE CLIENT AND /OR ANY BREACH BY THE CLIENT, OR ANY OF ITS EMPLOYEES OR AGENTS, OF ANY APPLICABLE STATUTORY PROVISIONS.

**14. HEALTH, SAFETY AND ENVIRONMENT**

- 14.1 The Client will provide Spencer Ogden with details of any specific health and safety risks in relation to the Services, together with details of any steps taken to prevent or control such risks. Unless specifically agreed otherwise in the Contractor Schedule, the Client shall be responsible for ensuring medical and repatriation insurance cover is in place for the Contractor if the Services are to be provided offshore or outside the Contractor’s home country of residence.
- 14.2 The Client shall ensure that the Contractor works in a safe environment in accordance with a safe system of work. Save as provided otherwise in clause 12.2, the Client shall indemnify and keep indemnified Spencer Ogden from and against all loss or liability suffered or incurred by Spencer Ogden as a result of any claim by the Contractor arising out of any personal injury or damage to his/her property suffered in the course of performing the Services.

**15. DATA PROTECTION**

- 15.1 The Client acknowledges that it may receive personal data relating to the Contractor and undertakes to process any personal data fairly and lawfully in accordance with any applicable data protection legislation.

**16. SANCTIONS**

- 16.1 Except with Spencer Ogden's prior written approval, the Client will ensure that the Contractor does not during the term of this Agreement travel to and / or supply Services in or for any country, or to any business, client or person, that is subject to any sanction or embargo, whether issued by the European Union, the United Kingdom, the United Nations and / or the United States of America or any other country or body.
- 16.2 In the event that the Client requests the Contractor to commit any act that would or might cause the Contractor to breach the provisions of clause 16.1, Spencer Ogden will immediately terminate the Agreement. The Client acknowledges that failure to notify or to observe the provisions of this clause 16.1 may render the Client liable to criminal proceedings.

**17 ANTI-CORRUPTION**

- 17.1 Spencer Ogden conducts its business to the highest standards and upholds all relevant legislation to counter bribery and corruption in the jurisdictions in which it operates. To this end the Client confirms to Spencer Ogden that it will comply with the provisions of the *Bribery Act 2010* and further that it will not offer, give or agree to give any gift or other consideration to any employee or other representative of Spencer Ogden, which could be perceived as an inducement or a reward for any act or failure to act connected to the award or performance of this Agreement.
- 17.2 The Client will not enter into this Agreement if it is aware that any money has been, or will be, paid to any person working for or engaged by either party, unless any such arrangement constitutes bona fide payment for the Services or has been disclosed to Spencer Ogden in writing prior to the conclusion of the Agreement. The Client will notify Spencer Ogden in writing of any foreign public official employed or engaged by it in connection with this Agreement.
- 17.3 The Client will maintain adequate books and records with regard to all relevant transactions and grant Spencer Ogden such rights of audit as may be reasonable to verify compliance with the provisions of this clause. If so requested will provide Spencer Ogden with an annual compliance certification in respect of the above.
- 17.4 The Client will notify Spencer Ogden of any contravention of this clause 17.

**18 ANTI-SLAVERY AND HUMAN TRAFFICKING**

- 18.1 Spencer Ogden observes the Modern Slavery Act 2015 (the “Modern Slavery Act”) and is committed to preventing acts of modern slavery and human trafficking from

Signed for and on behalf of **SPENCER OGDEN LIMITED**,  
with the company number 06979438 having its registered address at 24 King William Street, London, EC4R 9AT

**SIGNED** .....  
**PRINT NAME:** .....  
**TITLE:** .....  
**DATE:** .....

occurring within its business and supply chain. Spencer Ogden confirms that it is not aware of any circumstances within its supply chain that could give rise to an investigation or prosecution under the Modern Slavery Act.

**19 EQUAL OPPORTUNITIES**

- 19.1 Spencer Ogden is committed to equal opportunities and expects all Clients to comply with the *Equality Act 2010* as regards the selection, short-listing and treatment of any Contractor.

**20 GENERAL**

- 20.1 Spencer Ogden will have no liability for any delay or failure in performance of its obligations where this arises from matters outside its reasonable control.
- 20.2 Any failure by Spencer Ogden to enforce at any particular time any one or more of its rights under this Agreement shall not be deemed a waiver of such rights or of the right to enforce this Agreement subsequently.
- 20.3 Headings contained in this Agreement are for reference purposes only and shall not affect the intended meanings of the clauses to which they relate.
- 20.4 If any provision, clause or part-clause of this Agreement is held invalid, void, illegal or unenforceable by any judicial body, the remaining provisions of this Agreement shall remain in full force and effect to the extent permitted by law.
- 20.5 Notwithstanding clause 2.1, whereupon this Agreement, including the relevant Contractor Schedule, is executed by the signature of duly authorised representatives of the parties this forms a binding agreement and supersedes all previous agreements or representations whether written or oral including, without limitation, the Client’s standard terms of business, purchase order or other Client paperwork with respect to the provision of the Services of the Contractor. This Agreement may not be modified or amended except in writing and signed by a duly authorised representative of Spencer Ogden.
- 20.6 Where there is a conflict of provisions between this Agreement and the Contractor Schedule, the Contractor Schedule shall take precedence.
- 20.7 This Agreement contain the entire agreement between the parties in relation to the subject matter hereof and, unless otherwise agreed in writing, this Agreement prevail over any previous Agreement of business, agreement or any purchase conditions put forward by the Client.
- 20.8 This Agreement are personal to the Client and shall not be assigned by it without the prior written consent of Spencer Ogden. For the avoidance of doubt, this restriction shall include any assignment to any subsidiary, associated company or member of the Client’s group.
- 20.9 Contractors may be engaged under contracts for services or as temporary employees of Spencer Ogden’s partner payroll companies.

**21 NOTICES**

- 21.1 Any notice required to be given under this Agreement (including the delivery of any timesheet or invoice) shall be delivered by hand, sent by facsimile, e-mail or prepaid first class post to the recipient at its fax number or address specified in this Agreement (or as otherwise notified from time to time to the sender by the recipient for the purposes of this Agreement).
- 21.2 Notices shall be deemed to have been given and served: if delivered by hand, at the time of delivery; if sent by facsimile or e-mail, at the time of despatch; or if sent by prepaid first class post, forty eight (48) hours from the time of posting.

**22 GOVERNING LAW**

- 22.1 This Agreement shall be governed and construed in accordance with English Law and the Courts of England shall have exclusive jurisdiction.

Signed for and on behalf of [INSERT COMPANY NAME] **THE CLIENT**  
Company number: [INSERT NUMBER]  
Registered address: [INSERT REGISTERED ADDRESS].

**SIGNED** .....  
**PRINT NAME:** .....  
**TITLE:** .....  
**DATE:** .....

## CONTRACTOR SCHEDULE FOR THE SUPPLY OF CONTRACTOR SERVICES TO A CLIENT

THIS SCHEDULE SUPPLEMENTS THE TERMS OF BUSINESS FOR SUPPLY OF CONTRACTOR SERVICES BETWEEN:

Spencer Ogden Limited at 24 King William Street London EC4R 9AT (“SPENCER OGDEN”) and the Client.



### CLIENT INFORMATION

Client Name	[insert client name]
Client Registered Address	[insert address]
Company Registration Number	[insert registration number]
Location/s where Services are to be delivered	To be agreed locally by Contractor and Client
Client hiring/line manager	[insert manager name]
Alternative Authorised Signatory	[insert name]
Contact Number for Client hiring/line manager	[insert phone number]

### CONTRACTOR SERVICES INFORMATION

Contractor Name	[insert contractor name]
Description of the Services	To provide the Client with [insert job title] Services
Start of Assignment	Day Month 2016
End of Assignment	Day Month 2016
Specific hours/days/time keeping requirements	To be agreed locally by Contractor and Client
Notice period for Client to terminate Assignment	4 weeks
Notice period for Spencer Ogden to end Assignment	4 weeks
Contractor Opt-Out Status	Opt Out
CIS Registration Required	Yes/No

### CHARGE RATE INFORMATION

Spencer Ogden Charge – standard rate	£ per month
Spencer Ogden Charge – non-standard rate (Overtime)	£ per month (1½ x the Charge above)
Call-out / additional fees / expenses	Business expenses, call-out, additional fees paid where agreed in writing (including email) by the Client
Invoicing frequency	Monthly
Payment Agreement	14 days from the date stated on the invoice

### INVOICING DETAILS

Contact Name	
Billing Company	Client billing full entity name
Invoice Address	Type invoice address
Postal Address (if different from above)	Type billing address
Invoice Sent via Email or Post	
Accounts Email Address (if email invoices are accepted)	Type billing email address
Invoicing Requirements	Type invoice requirements

The Client will provide accurate, timely instructions and invoicing requirements to enable Spencer Ogden to invoice promptly in accordance with the requirements of the Client’s internal accounts department.

Invoices shall be sent via email unless Spencer Ogden is notified otherwise by the Client at least seven (7) days before the commencement of the Assignment. The Client will notify Spencer Ogden of any query relating to an invoice without delay and in any event within seven (7) days of the invoice date. Failure to notify Spencer Ogden of any query with the above timeframe will render the invoice fully payable by the Client on the due date.

### ADDITIONAL INFORMATION AND AGREED VARIATIONS TO STANDARD TERMS OF BUSINESS

[ADD IN ANY ACCOMMODATION, FLIGHTS ETC CLAUSES HERE]

The Client shall provide medical and repatriation insurance cover for the Contractor.  
Save in respect of the above, Spencer Ogden shall organise all insurances for the Representative. All insurances costs incurred by Spencer Ogden shall be charged to the Client at cost price.

The Client will reimburse Spencer Ogden for any expenses incurred by the Representative where such costs are reasonable and documented with original receipts when approved by the Client.

Signed for and on behalf of **SPENCER OGDEN LIMITED.**  
with the company number 06979438 having its registered address at 24 King William  
Street, London, EC4R 9AT

**SIGNED** .....

**PRINT NAME:** .....

**TITLE:** .....

**DATE:** .....

Signed for and on behalf of [INSERT COMPANY NAME] **THE CLIENT**  
Company number: [INSERT NUMBER]  
Registered address: [INSERT REGISTERED ADDRESS].

**SIGNED** .....

**PRINT NAME:** .....

**TITLE:** .....

**DATE:** .....