



ambitions
personnel

PLEASE ENSURE TIMESHEETS ARE RETURNED TO THIS OFFICE BY MONDAY TO AVOID LATE PAYMENT OF WAGES

Temporary Employee Name: _____

Week Commencing: _____

Company: _____

Address: _____

Report To: _____

Temporary Position: _____ Company Hours: _____

Day	Start Time	Finish Time	Time Taken for Lunch	Standard Hours Worked (less lunch-time)	Overtime Hours Worked (less lunch-time)	Total Hours Worked (less lunch-time)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Totals:						

TEMPORARY WORKER TERMS OF BUSINESS

- Charges quoted for temporary workers are, with the exception of VAT, normally inclusive and charged on an hourly basis.
- Payment is due immediately against our weekly invoices.
- Temporary workers provided are under a Contract for services with the Agency and we accept all responsibility connected with Income Tax and National Insurance Contributions in respect of them.
- Should a client engage a temporary worker as their own employee whether for a definite or indefinite period, or should clients introduce such temporary worker to other employers resulting in an engagement the client is liable to pay the appropriate fee in accordance with our permanent staff terms of business provided the engagement takes place within six months from the termination of the temporary assignment. No refund will be payable in these circumstances as the Agency considers the employer and employee having adequate time to consider mutual suitability.
- If the service of the temporary worker is unsuitable, no charge will be made provided the agency is informed within four hours of the commencement of the assignment or two hours is for seven hours or less.
- While every effort is made by the agency to maintain high standards of integrity, reliability and ability among our temporary workers in accordance with the booking details by reason of the human element we cannot accept responsibility for any loss, expense, damage, or delay however occasioned.
- Temporary workers are deemed to be under the direction and control of the client for the duration of the assignment.

Total Remuneration	Percentage Charged
Up to £6 999	10%
£7 000 to £8 999	12%
£9 000 to £ 14 999	14%
£15 000 and above	16%

Rebate Scale

Week in which the applicant leaves	Percentage of introductory fee refunded
1 - 2	90%
3 - 4	60%
5 - 6	40%
7 - 8	20%

I certify the above hours have been worked and agree to pay the invoice upon receipt and abide by the Temporary Worker Terms of Business as listed above.

Signed: _____ Date: _____

Authorised Signatory on behalf of the Company

ONE COPY TO AGENCY, ONE COPY TO CLIENT