

Dear Agency Contact,

To comply with the Agency Workers Regulations please complete the following schedule. If all the information hasn't been received by week 10 of the assignment it will be necessary to reissue the schedule for completion

CONTRACTOR DETAILS

Contractor Name

Eden Ref number (Office Use)

AGENCY DETAILS

Agency Name

Agency Address

Agency Consultant

CLIENT / HIRER DETAILS

Client/Hirer Name

Client/Hirer Address

Has the Contractor worked for the Hirer in the past three months?

If so, calendar weeks already accrued towards the Qualifying Period for the purposes of Regulations 7 and 8 of the Agency Workers Regulations 2010

ASSIGNMENT DETAILS

Job title/position

Start date

Finish date

Standard work hours

Notice Period (if applicable)

The experience, training, qualifications and any authorisation necessary or required by law or a professional body

PAY RATES/ TERMS

Pay Rate (To ensure parity, day rates are converted to hourly rates.)

Payroll Frequency

Overtime agreement/Rate

Reclaimable Expenses

COLLECTIVE FACILITIES

Hirer's collective facilities available to the Agency Worker

COMPARATOR INFORMATION (IF APPLICABLE)

Comparator Pay Rate

(hourly/daily/weekly/monthly/Other)

Comparator pay info relating to, Overtime/ Shift/Unsocial hours/bonuses/commission etc.

Comparator Holiday Per Annum

Please ensure that you inform us if there are any changes to be made, for example; any contract extensions, rate changes, Job title amendments etc.

All Supplier Fees are chargeable to VAT.

Hourly Fee Rates are fixed for the duration of the Assignment.

We the undersigned agree to the above and agree to the Agreement for the Supply of the Services and any attachments annexed hereto.

Signed

Date

Signed on behalf of Agency

Signed

Date

Signed for and on behalf of Eden