



# TIME SHEET

Borderline Business Agency Ltd, 3 Easter Street, Duns, TD11 3DW.  
Telephone; (01361) 883633 Fax: (01361) 884117

PLEASE FILL IN THE FOLLOWING INFORMATION CORRECTLY.

- 1) YOUR NAME .....
- 2) THE COMPANY'S NAME .....
- 3) THE COMPANY'S ADDRESS.....
- 4) THE NATURE OF YOUR WORK ..... DEPT. HEAD .....
- 5) THE HOURS WORKED BEGINNING WITH MONDAY AND FINISHING SUNDAY:-

DAY	DATE	TIMES WORKED				ACTUAL HOURS	
		MORNING		AFTERNOON		NORMAL	O/T
		FROM	TO	FROM	TO		
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTAL							

- 6) Ask an authorised company representative to confirm your hours and acceptance of our terms of business by signing here:-

Authorised Signature:..... Position in firm:-.....

(Please read our terms of business overleaf.)

- 7) Enclose a P45 and your National Insurance Number 

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 if we do not already possess them and send this form to us at the above address at the end of each week. Without this information, your wages cannot be calculated accurately.

**CLIENTS PLEASE RETAIN GREEN COPY  
FOR YOUR RECORDS**

## CONTRACT FOR SERVICES

1. This Agreement is between Borderline Business Agency Limited (BBA), also known as the employment business, of 3 Easter Street, Duns TD11 3DW and (the client) in respect of the provision of a temporary worker (Temp) of the Client.
2. The Client agrees to pay the hourly rate of BBA advised at the time of booking, and agrees to verify and sign the Temp's timesheets each week. Signatures of timesheets by the Client implies acceptance of the hours worked, but failure to sign timesheets does not alter the Client's liability to pay for hours worked. Other expenses agreed shall be itemised on the Client's invoice in addition to the hourly charge. VAT shall be charged in addition.
3. Charges largely represent remuneration paid are normally invoiced weekly and are payable within 14 days of the Client's invoice. Interest will be incurred by the Client at 2% for each month of delayed payment.
4. BBA assumes responsibility for payment of remuneration, deduction and payment of statutory contributions in respect of Earnings Related Insurance and administers PAYE applicable to the Temp by law.
5. BBA will endeavour to provide the appropriate temp with skills required to carry out the assignment as described to us at the time of booking. BBA is not able to supervise or monitor the work of the temp on the client premises so the client is responsible for supervision and providing a safe working environment for the temp. No responsibility will be accepted by BBA for any loss, expense, damage or delay arising from any failure to provide any particular Temp for all or part of a booking, or from any negligence, dishonesty, misconduct or lack of skill of the Temp provided.
6. The Client undertakes to supervise the Temp assigned to him sufficiently to ensure reasonable standards of workmanship but if the services of the worker prove unsatisfactory the Client should notify BBA immediately. If notification of unsatisfactory performance is received within four hours of the first commencement of work under a new assignment no charge will be made. If notification is received after four hours, the assignment will be terminated immediately if the Client so wishes, but payment will be due up to the time notification is received by BBA.
7. Temps engaged by BBA under contracts for services are deemed to be under the direction of the Client from the time the worker reports for duty and for the duration of the assignment and the Client agrees to be responsible for all acts, errors and omissions be they wilful neglect or otherwise as though the worker were on the Client's payroll. The Client will comply with all statutes, bye-laws, codes of practice and the legal requirements in respect of staff, including in particular the provision of adequate Employers' and Public Liability Insurance cover for Temps.
8. The Client shall indemnify BBA against any costs, claims and liabilities incurred by BBA arising out of the assignment.
9. No variation can be made to these terms without the consent of BBA.
10. This Agreement covers all temps provided by BBA to the Client and remains in force until rescinded by mutual agreement.
11. If a temp undertakes an assignment for a client and the client subsequently takes on the temp as a member of the client's own staff the fee payable to BBA will be 10% of the temp's first annual salary unless the temp has worked through BBA for the client for a minimum of 14 consecutive weeks, in which case the introduction fee will be waived.

### **Permanent Staff**

The Agency undertakes to provide the client with a service to identify suitable qualified person(s) to meet the client's detailed written or verbal specifications as to the type of staff required.

In return for such service, any suitable candidate(s) introduced to the Client will result in the Client paying a placement fee based upon 10% of the prospective candidate's first year's guaranteed salary.

The introduction by us of an applicant to an Employer ("The Employer") and the interview and/or engagement of that applicant by the Employer shall be deemed to be acceptance of these conditions by the Employer.

The Employer shall notify us forthwith immediately an applicant is appointed.

Invoices will be raised within one week of the date on which the prospective candidate commences employment with the Client and shall become payable within 14 days after the invoice date.

The Employer will be charged and shall pay to us forthwith the full introduction fee in respect of any applicant introduced by us who is subsequently introduced to any Third party resulting in employment of any nature of such applicant by that Third party.

All prices quoted are exclusive of VAT and apply to all assignments except where specific alternative terms have been agreed. VAT will be added where appropriate.