



**ACR RECRUITMENT
SOLUTIONS LTD**

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Agency ID	
Order No.	
Timesheet ID	

Account No.	
Candidate No.	
Week Ended	

Customer:

Name	TSID	Trade	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Hours	Minus Breaks	Total Hours
TOTAL												

Customer Signature:
Print Name:
Date:

Part 1 to ACR; Part 2 to Customer (yellow); Part 3 Candidate (Pink)

NOTICE TO CUSTOMER

By signing this time sheet you agree to the terms and conditions of business as detailed on the reverse of this time sheet.

How many staff do you require next week?: <input type="text"/> Job Title: _____ Dates From: _____ to: _____	Notes:
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ACR Ltd

Terms and Conditions of Business for the supply of Temporary Staff

1. These Terms and Conditions of Business are between **ACR Ltd** (hereinafter called THE CONTRACTOR) and the Client (hereinafter called THE HIRER) hiring the services of a member of the Contractor's workforce (hereinafter called the THE TEMPORARY WORKER).
2. The Hire or Use of a Temporary Worker, from the Contractor by the Hirer, shall be deemed to constitute acceptance of, and agreement to these Terms and Conditions of Business.
3. The Hirer agrees to pay the hourly charges (plus Value Added Tax) of the Contractor for the Temporary Worker, notified at the time of booking for all hours actually worked.
4. Temporary Workers are paid by the Contractor, upon receipt of signed timesheet. Invoices will be presented weekly to the Hirer and **payment is due within the agreed payment terms as set out at the time of booking.** The Hirer's signature on the timesheet is deemed as the Contractor's authority to invoice for the hours shown in the 'Total Hours' section.
5. The Contractor accepts responsibility for the payment of the Temporary Worker's wages; the deduction and payment of all contributions in respect of National Insurance and Income Tax (PAYE), and holiday pay which apply to the Temporary Worker as required by law.
6. The engagement by the Hirer either directly, or indirectly, temporary or permanent for any length of time, or the services of any Temporary Worker, who has carried out an assignment during the preceding six month period, or the introduction of the Temporary Worker by the Hirer to its subsidiary, or any associated company or third party, resulting in any such engagement, shall render the Hirer liable to pay the Contractor an introduction fee calculated in accordance with the Contractor's Terms and Condition of Business relating to permanent staff, according to total taxable emoluments payable to the Temporary Worker during the first twelve months of such engagement, but without any entitlement to a refund or replacement. Where the total taxable emoluments cannot be ascertained, a fee will be calculated at 150 times the hourly rate for such services as were previously carried out by the Temporary Worker for the Hirer.
7. Whilst every effort is made by the Contractor to ensure reasonable standards of skill, integrity and reliability from the Temporary Workers and further provide them in accordance with booking details, no liability will be accepted by the Contractor for:
 - (a) Any loss, expense or damage caused directly or indirectly by any failure to provide any particular Temporary Worker for all or part of the period of the booking; or
 - (b) Any loss, expense or damage caused directly or indirectly by the any act or omission whether wilful or otherwise or for any negligence of any Temporary Worker;; or
 - (c) Any loss, expense or damage caused directly or indirectly by any negligence or dishonesty or misconduct or lack of skill or any act of omission whether wilful or otherwise of a Temporary Worker.
8. Temporary Workers supplied by the Contractor are deemed to be under the direction and control of the Hirer from the time the Temporary Worker first reports at the premises of the Hirer to take up duties and for the duration of the assignment. The Hirer undertakes liability for any loss, expense or damage caused directly or indirectly by any act of omission or error of a Temporary Worker whether wilful or negligent or otherwise, as if the Temporary Worker was an employee of the Hirer. The Hirer undertakes to comply with all legal requirements to which the Hirer would be subject to in respect of his own employees but excluding the matters referred to under Clause 5. All Temporary Workers are under the Hirer's control and supervision and is all responsible for adequate insuring all Temporary Workers supplied by the Contractor against all employer's Liabilities and Third Party Risk arising during or relating to the supply of Temporary Worker to the Hirer.
9. Payment by the Hirer is against the Contractor's weekly invoices, which are for immediate settlement in respect of salaries and other amounts already paid. The Contractor reserves the right to charge interest rate of 2.50 per month on all unpaid amounts, whether it is for Permanent or Temporary accounts in excess of 28 days from the date of invoice.
10. The minimum booking period for staff is 4 hours for assignment in Oxford and 5 hours for bookings out of Oxford. If a shorter booking time is required, the Hirer will still be invoiced for the minimum booking period (4 or 5 hours).
11. In the unlikely event of a Temporary Worker reasonably found to be unsuitable, the Contractor will not tender invoice for those hours worked, provided:
 - (a) The assignment is terminated within the first two hours;
 - (b) The Contractor is notified by telephone within the same two hours;
 - (c) That notice of the termination of the assignment is notified in writing at the Contractor's office within 7 days.
12. Cancellation Charges - The Hirer is charged for late cancellations if the Contractor has a booking confirmed by the Hirer, which is later cancelled by the same Hirer **within eight hours** before the start of the original booking. In this case, the Hirer will be charged as normal for all the hours the Hirer originally booked.
13. Any variation in these Terms and Conditions of Business must be agreed in writing by an authorised Officer of ACR Ltd.
14. The Terms and Conditions of Business offered in this document supersede and replace any previous offers or quotations made by **ACR Ltd**.