

**TIME SHEET AGENCY COPY**



Head Office:  
Unit 4 Dane John Works,  
Gordon Road, Canterbury,  
Kent CT1 3PP  
Tel: 01227 762570

Andover: 01264 335007  
Ashford: 01233 633350  
Basingstoke: 01256 332070  
Bournemouth: 01202 294402  
Cambridge: 01223 423315  
Canterbury: 01227 782070  
Chichester: 01243 787477  
Dorchester: 01305 757555

Eastbourne: 01323 430267  
Folkestone: 01303 250200  
Hastings: 01424 716200  
Maidstone: 01622 756348  
Newton Abbot: 01626 366398  
Plymouth: 01752 266802  
Salisbury: 01722 331139  
Southampton: 02380 638232  
Swindon: 01793 496744



<b>Client Name &amp; Address</b>	<b>Worker Name (in full)</b>	<b>Worker Signature:</b>  ..... Date: .....
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Date	Start time e.g. 08:00	Finish time e.g. 17:00	Break time	Total hrs worked	Ward or patient name	Grade or type of work	Expenses	Client initials

<b>TO BE COMPLETED BY CLIENT</b>	<b>FOR OFFICE USE ONLY</b>					
I certify that, having received the terms and conditions of Nurse Plus, the hours shown above have been worked by the named operative and should be invoiced accordingly.  Signed: .....  Position: ..... Date: .....  Total hrs (in words): .....	Client Code:	Title	Hrs	Pay	Chg	Exps
	Worker ID:					
	W/E (Sunday):					
	Auth by:					
	Date:					

**ANY ALTERATIONS MUST BE COUNTERSIGNED BY THE CLIENT**

**TIME SHEET CUSTOMER COPY**



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## **TERMS AND CONDITIONS OF EMPLOYMENT BUSINESS FOR THE SUPPLY OF TEMPORARY WORKERS**

1. In these terms and conditions the following expressions shall have the following meanings:

“Nurse Plus”	Nurse Plus and Carer Plus(UK) Limited of Unit 4 Dane John Works, Gordon Road, Canterbury, Kent CT1 3PP
“Worker”	Any health or social care worker registered with the Company under a contract to render services to the Client
“The Client”	The party to whom Nurse Plus supplies a Worker
“Interest”	Interest calculated at the daily rate of 2% per calendar month
“Assignment”	The period during which the Worker is supplied by Nurse Plus to render services to the Client.
2. These terms and conditions are effective from the 1st October 2005 and supercede all previous terms and conditions All Workers are introduced and/or supplied by Nurse Plus to the Client upon these terms and conditions.
3. No variations of these terms is valid or shall be binding by Nurse Plus unless confirmed in writing with the authority of a director.
4. Nurse Plus’s invoices are payable within 14 days of the date of the invoice.
5. Nurse Plus reserve the right to charge Interest on all invoices raised from the due date of payment until the date payment is actually received by Nurse Plus.
6. Nurse Plus may, without prejudice to it’s other rights, suspend the services of a Worker if a Client is late with payments.
7. Nurse Plus can accept no liability whatsoever for any loss, damage, costs or expenses howsoever caused which the Client may suffer or for which the Client may become liable arising out of or in connection with or as a result of the introduction to the Client or the engagement by the Client of any Worker.
8. By asking Nurse Plus to introduce a Worker the Client is deemed to have accepted these terms of business. For the purpose of this clause the word introduce shall be deemed to include without limitation the provision by Nurse Plus directly or indirectly of any details (whether provided in writing or verbally) of a Worker.
9. The charge made by Nurse Plus for the Worker’s services will be in accordance with the scale of charges advised to the Client at the time of booking. The charge will include any expenses to be reimbursed and where appropriate employer’s National Insurance contributions.
10. VAT is payable, where applicable, at the prevailing rate.
- 11.1 Nurse Plus endeavours to ensure that the Worker will be satisfactory for the Client’s requirements but if at any time the Worker proves to be unsatisfactory the Client shall notify Nurse Plus immediately. No charge will be made providing that his or her services are discontinued immediately and Nurse Plus are notified before the end of the first day of the Assignment or within two hours of the start of the Assignment if the Worker is to be used for less than 12 hours in any one week.
- 11.2 A Client may terminate an Assignment only upon giving 24 hours notice in writing to Nurse Plus failing which it shall be entitled to terminate an Assignment but it may do so only upon payment of a sum equal to eight times the hourly rate for the Worker.
12. The Client is responsible for ensuring that the Worker’s ability, qualifications and skills are adequate to operate any equipment, machinery and / or vehicles that the Worker may be called upon to operate and the Client will be solely responsible for any liability whatsoever which may arise from the Worker’s performance of his / hers duties.
13. The Client is responsible for providing adequate insurance whilst the Worker is the Client’s direction and control to the extent that the Worker and Nurse Plus have full benefit of coverage for any liability that might arise. For the purposes of this clause the Worker is deemed to be under the direction and control of the Client for the duration of the Assignment.
14. The Client is responsible for complying with the provisions of applicable statutory rules and regulations including, without limitation, any relevant health and safety regulations, the Working Time Regulations 1998 and any legislation relating to discrimination and the Client will be solely responsible for any liability arising thereunder and will indemnify Nurse Plus and the Worker against any liability claims, costs, loss or damage whatsoever and howsoever arising thereunder in connection with performance by the Worker of his / her duties for the Client during the Assignment.
15. The Client shall notify Nurse Plus immediately upon engaging or otherwise making use of a Worker.
16. If within 8 weeks of the end of a Worker’s Assignment or 14 weeks after the start of the Worker’s first Assignment (whichever is the later) the Client agrees to employ or make use of the Worker in any capacity whether temporary, permanent or self employed otherwise than directly through Nurse Plus or the Client refers the Worker to an associated or subsidiary company of the Client or to any third party who so employs or makes use of the Worker the Client will be liable to pay Nurse Plus an introduction fee of 200x the Worker’s hourly charge rate. Nurse Plus will be entitled to invoice the Client for such fee which invoice shall be payable in accordance with Nurse Plus’s terms of payment contained in these terms and conditions. Alternatively the Client may elect by notice of 4 weeks to extend a Worker’s Assignment by 6 weeks on no less favourable terms after which time the Worker may be employed directly without further charge.
- 17.1 The Client will sign the timesheet and such signature or other formal confirmation of completion of Assignment shall be deemed conclusive evidence:
  - (a) that the Client is satisfied with the work done by the Worker concerned and
  - (b) that the Client will pay the charges for the hours on the timesheet in full without dispute or deduction.
- 17.2 Failure by the Client to sign any timesheet shall not preclude charging by Nurse Plus in full or the time actually worked by the Worker in accordance with these conditions.
- 17.3 Unless and until Nurse Plus are notified of dissatisfaction as provided in Clause 11 the Client shall be deemed to be fully satisfied.
18. Because of the nature of Nurse Plus’s business the Client acknowledges and agrees that it is not possible for Nurse Plus to give any warranty as to the suitability of a Worker and shortcomings in the performance of his/her duties by the Worker shall not entitle the Client to withhold or delay (in part or in full) payment of Nurse Plus’s invoices (save and except where the Client has given notice in accordance with Clause 11 of these terms and conditions).
19. In any event the liability of Nurse Plus in contract or tort in respect of the supply of any Worker to the Client shall be limited to the profit element of Nurse Plus’s charges to the Client in respect of the Worker.

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