

## **TRG Standard Project Terms of Business for the Supply of Consultancy Services**

### **1. GENERAL**

- (i) 'TRG' shall mean Total Recruitment Specialists Limited trading as TRG.
- (ii) TRG will be acting as an Employment Business for the purposes of these Terms of Business
- (iii) 'The Consultancy' is the Limited Company to whom TRG has subcontracted a project.
- (iv) 'Client' of TRG is an individual, company or organisation who has engaged the services of TRG to undertake a project.
- (v) 'Contract for Services' comprises of this document and the TRG Project schedule.
- (vi) 'The project' shall mean the discrete project or assignment for which The Consultancy is engaged to render services.
- (vii) 'The Payment Schedule' shall be the basis on which payment for project work will be made to the Consultancy.
- (viii) 'Authorised Representative' shall mean the representative of the Client who is authorised to approve terms and conditions on behalf of a Client and can confirm time spent working on a project.
- (ix) Subject to Clause 17 (Variation), the Consultancy is deemed to have accepted these Terms upon receipt by TRG of any one of the following:
  - a) signed Terms, or
  - b) faxed copy of signed Terms, or
  - c) eMail confirmation of agreement to Terms, or
  - d) authorised Timesheet presented for payment.
- (x) Unless specified in the project Schedule, 'a Working Day' shall constitute between 7.5 and 10 hours worked in any single day.

### **2. CONFIRMATION OF ASSIGNMENT**

Upon acceptance of a project by the Consultancy, TRG shall supply the Consultancy with the TRG Contract for Services incorporating the TRG Project Schedule specifying the project description, the identity of the Client, the payment schedule and such expenses as may be agreed and any other relevant information.

### **3. TIME RECORDING/RATES FOR PROJECTS**

- (a) TRG and the Client will agree on a payment system appropriate to the contract and at the end of each period the Consultancy shall complete a four part weekly record of time spent working on the project and post three copies to TRG countersigned by the Client's authorised representative. The Consultancy shall leave one copy with the authorised representative. A record of time completed for each week of the project period is required.

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- (b) It is the Consultancy's responsibility to procure the signature of the Client's authorised representative on the time record. If the Consultancy fails to obtain the signature and therefore authorisation of the time record within 13 weeks of the date to which the time record pertains then TRG reserves the right to withhold payment until such time as funds are received from the Client for the relevant piece of work.
- (c) The TRG project schedule shall contain the project rate and how payment will be made for the project. Payment for projects may be settled at the end of a project or on a fixed price basis or in staged payments. Staged payments must be negotiated prior to the commencement of the project.
- (d) The Consultancy must ensure that time records are sent in on a regular basis. If TRG receives an invoice which relates to more than 8 weeks of time records then TRG reserves the right to settle the invoice thirty days from the date that the invoice was received.
- (e) The Consultancy shall not record Working Days and fractions of Working Days on the time record or invoice as number of hours worked.
- (f) The only fraction of a Working Day acceptable for invoicing purposes shall be a half-day for day-rate contracts (which shall equate to 4 to 6 hours worked in any single day). For hourly-rate contracts, time must be entered to the nearest quarter-hour and expressed as a percentage (e.g. 15 minutes = 0.25 of an hour, 30 minutes = 0.5 of an hour, 45 minutes = 0.75 of an hour).

### 4. PAYMENT

- (a) TRG undertakes to pay the Consultancy for the project in accordance with the rates contained in the TRG Project Schedule. To be included in the TRG payment run, a valid accurate invoice, supported by authorised timesheets, must be received by mid-day on the Thursday following the Friday for which the timesheet relates.
- (b) Any staged payment due will be settled on receipt of authorised time records and an appropriate tax invoice in accordance with the project schedule.
- (c) No payment will be made in respect of a project for which countersigned time records have not been received and authorised by the Client.
- (d) The Consultancy shall be responsible for any PAYE contributions, VAT, National Insurance contributions and any deductions payable in respect of its officers, employees or agents for the project.
- (e) No payment will be made in respect of a time record which has been countersigned by or on behalf of a Client whose organisation has previously been made bankrupt or had a receiving order or administration order made against or been put in to liquidation (save for the purposes of reconstruction or amalgamation).

### 5. EXPENSES

- (a) The Consultancy shall be entitled to charge for all expenses authorised by the nominated Client representative incurred by the Consultancy in providing the Services of the Contract.
- (b) The Consultancy shall separately invoice TRG for expenses, clearly stating the name of the nominated Client representative who authorised the expenses incurred in providing the Services of the Contract.
- (c) TRG will not make any payments on authorised expenses until such time as the relevant sums being claimed for are received by TRG from the Client.



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## 6. PROJECT

- (a) The project shall remain conditional unless TRG has signed a contract with a Client to undertake the project.
- (b) If the Client wishes to re-engage or extend the services of the Consultancy at the end of the project, the Consultancy shall not enter into direct negotiations with the Client or indirect negotiations with the Client through any other source other than TRG.

## 7. CONFIDENTIALITY

- (a) The Consultancy shall not except in the proper performance of duties or otherwise with the prior approval of TRG or its' Client's authorised representative, at any time (including after the termination of the project with TRG) divulge to any person any trade secret, manufacturing process or any other information concerning the business, finances, research development, dealings, transactions or affairs of TRG or the Client or customers of the Client which have or may have come to their knowledge during the term of the project whether or not the same shall be protected by copyright, patent, design, registration or otherwise.
- (b) The Consultancy shall not divulge to any third party any of the information contained within this contract save its professional advisers and as required by law.

## 8. THE CONSULTANCY'S OBLIGATIONS

The Consultancy agrees on its own part and on behalf of its officers, employees and representatives as follows:

- (a) Not to engage in any conduct detrimental to the interests of TRG or the Client.
- (b) To take all reasonable steps to safeguard its' own safety and the safety of any other person who may be affected by its actions whilst undertaking the project.
- (c) To comply with any rules or obligations in force at any premises where activities related to the project are performed to the extent that they are reasonably applicable.
- (d) To co-operate with the Client's staff and accept any reasonable and lawful instruction within the scope of the project from any person in the Client's organisation who has an interest in or is engaged on the project.
- (e) To confirm that any projects undertaken during the period of this project will not give rise to a conflict of interest between TRG and its' Client.
- (f) If work permits are required by any officer, employee or representative of the Consultancy for services provided on this assignment, then the Consultancy must provided TRG with a copy of this before the Project Start Date.

## 9. RIGHT OF SUBSTITUTION

The Consultancy may provide a suitable substitute to the Client with the Consultancy's guarantee that the substitute has the equivalent technical expertise as the original officer, employee or representative. Any such substitute must be agreed and approved by both TRG and the Client.



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## 10. LIABILITY

- (a) The Consultancy agrees on its own part that it shall be liable for any loss, damage or injury to any party resulting from the negligent act or omissions of its' officers, employees or representatives during the project.
- (b) The Consultancy shall ensure the provision of adequate Employer's Liability Insurance, Public Liability Insurance, Professional Indemnity Insurance and any other suitable policies of insurance in respect of the Consultancy and its officers, employees or representatives during the project and shall make a copy of the policy available to TRG.
- (c) The Consultancy acknowledges that its' services are supplied to TRG as an independent entity and that accordingly the responsibility of complying with all statutory and legal requirements relating to the individuals engaged on the Project (including the payment of taxation) is the sole responsibility of the Consultancy. In the event that any of it's officers, employees or representatives seek to establish any liability or obligation upon TRG on the grounds that any individual engaged on the project is an employee of TRG, The Consultancy shall indemnify TRG and keep TRG indemnified in respect of any such liability or obligation and any related costs, expenses or other losses which TRG shall incur.
- (d) TRG or the Consultancy shall not be liable for failure to perform their obligations under the Contract if such failure results by reason or war, riot, explosion, fire, flood, strike, lockout, go slow, Acts or Regulations of Government, acts of terrorism or any other cause beyond control of either party.

## 11. FINANCIAL AND LEGAL RISKS

- (a) The Consultancy warrants that it is qualified to perform the services required to complete the project.
- (b) The Consultancy undertakes to correct any defective work by its officers, employees or representatives at its own cost or in its own time.

## 12. TERMINATION OF PROJECT

- (a) Unless otherwise stated in the Project Schedule or in clauses 12(b) or 12(c) below, there is no provision for early termination of this contract by either party.
- (b) TRG may terminate the Consultancy's involvement with the project immediately by notice in writing to the Consultancy where:
  - (i) The Consultancy has acted in such a way as to materially prejudice the business of TRG, the Client or the Client's customers; or
  - (ii) The Consultancy has failed to act in such a way as to materially protect the business of TRG, the Client or the Client's customers; or
  - (iii) The Client has displayed to the reasonable satisfaction of TRG that the services of the Consultancy are unsatisfactory for reasons of conduct or technical incompetence.
  - (iv) The Client becomes bankrupt or has a receiving order or administrative order made against it or is put into liquidation (save for the purposes of reconstruction or amalgamation).
- (c) If the Consultancy shall become bankrupt or commence to be wound up TRG shall without prejudice be entitled to terminate the Consultancy's involvement with the project.



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- (d) Where the services of the Consultancy are dispensed with by the Client or the contract is terminated by TRG or the Consultancy is in breach of these terms payment will be made only for those sections of the project which have been approved by the Client. However, TRG shall only be required to pay to the Consultancy in respect of sums due to the Consultancy only such amounts as TRG is able to recover from the Client.
- (e) Upon the termination of the contract or upon prior demand by TRG or its' Client the Consultancy shall deliver to TRG or its' Client or it's Client's customers all plans, programs, specifications, keys, papers or any other such property belonging to TRG or its' Clients which may have been prepared by the Consultancy or have come into the Consultancy's possession during the term of the project. The Consultancy shall not retain any copies thereof.
- (f) If provision is made in the Project Schedule, for the Consultancy to terminate the contract before the completion date or final delivery date by giving written notice of such intention and the Consultancy fails to give such notice the Consultancy shall be deemed to have caused a breach of the terms of this contract and TRG shall have the right to pursue the Consultancy for any damages suffered as a result of such a breach. The Consultancy also accepts that TRG has the right to offset any losses sustained as a result of the Consultancy's actions, breach or unsatisfactory performance from any payment due to the Consultancy.

### **13. RELATIONSHIP OF THE PARTIES**

- (a) TRG does not accept any responsibility for, or obligations towards, the Consultancy of whatever nature and TRG will ensure that neither the Agreements forming the relationship nor their practical performance may be construed as creating any relationship as between employer and employee, or any obligation other than those set out in this Contract for Services Agreement. Furthermore, the Consultancy will, in no circumstances, represent itself as an employee of TRG or the Client.
- (b) The Consultancy, it's employees, officers and representatives are not entitled to any special payment or benefit normally made to the staff of TRG. The Consultancy is to be viewed as a separate legal entity and is not entitled to enter into any grievance procedure associated with employment matters that involve TRG.
- (c) TRG or the Consultancy have no obligation to continue or extend any works on the project after the final date agreed upon in the schedule.

### **14. FIDELITY**

During the term of the contract and for a period of twelve months following the termination of the contract, the Consultancy shall not offer its services or those of a third Party to the Client of TRG or any organisation involved with the Client or TRG in the undertaking of this contract with whom the Consultancy shall have had contact during the term of the contract.

### **15. LEGAL DOCUMENTATION**

The Consultancy shall furnish TRG with a copy of it's Certification of Incorporation and if requested by TRG a copy of its Memorandum and Articles of Association together with any insurance documentation, VAT certificates or any other legal documentation that may be appropriate.



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## 16. ENGLISH LAW

The contract shall be deemed to have been made in England and shall be governed and construed according to English Law.

## 17. VARIATION

No variation or alteration of these terms shall be valid unless approved in writing by a Director of TRG

## 18. NOTICES

Any notice to be given may be delivered or sent by first class recorded post or facsimile or via email to the Consultancy's address appearing in the project schedule. Any such notice shall be deemed to have been served:

- (i) If delivered, at the time of delivery, or
- (ii) If posted, at the time of recorded delivery, or
- (iii) If sent by email or facsimile, at the time of receipt, unless received after 5.00pm on any day when it shall be deemed to have been served on the next business day.

## 19. DISCLAIMER

TRG accepts no liability to indemnify the Consultancy for any losses, expenses or liability incurred by the Consultancy whether by reason of tax or other statutory or contractual liability to any third party arising from the contract.

## 20. DATA PROTECTION

TRG complies with the provision of the Data Protection Act 1998 and expects the Consultancy who receives any document or communication from TRG to do so in respect of the contents. TRG will not accept responsibility for the failure by the Consultancy in respect of any documents or communications sent to them by TRG.

## 21. CONDUCT OF EMPLOYMENT AGENCIES AND EMPLOYMENT BUSINESSES, 2003

The Consultancy confirms that the regulations of the Conduct of Employment Agencies and Employment Businesses, 2003 will not apply to the supply of Services under this agreement.

## DECLARATION

I confirm that the Consultancy Representative has the legal right to work in the country required within this agreement, for the duration of the assignment.

I acknowledge and understand that completed timesheets should accurately reflect the hours worked and that it is a criminal offence to obtain pecuniary advantage by deception.

I have read, understood and agree to these TRG Terms of Business.

Signed by:

Date:

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For and on behalf of THE CONSULTANCY

