

Now Careers

People for people

RETURN TO:

Head Office:
3rd Floor Pinnacle House,
8 Harborne Road
Birmingham B15 3AA
T: 0121 452 2041
F: 08703305942

Client Address:

Site Address:

Charge Rates (Ex VAT): Skill:

Start Date:

Special Conditions / Expenses:

Order Number:

Signature (For and behalf of Now Careers)

Date

I have received, read, understood and accept your Terms and Conditions of Business

Signature

Position

Print Name

Date

NOW CAREERS LIMITED SUPPLYING TEMPORARY STAFF SERVICES – CLIENT TERMS OF BUSINESS

1. DEFINITIONS

- 1.1. In these Terms of Business the following definitions apply:

“Assignment”

means the period during which the Temporary Worker is engaged by the Client through the Employment Business to render services;

“Assignment Schedule”

means individual confirmation notices issued to the client confirming specific charge rates for each skill of Temporary Worker supplied;

“Client”

means the person, firm or corporate body together with any subsidiary or associated company as defined by the Companies Act 1985 to whom the Temporary Worker is supplied or introduced;

“Employment Business”

means Now Careers Limited whose registered office is at 5th Floor, Edgbaston House, 3 Duchess Place, Birmingham B16 8NN;

“Engages/Engaged/Engagement”

means the engagement, employment or use by any other means of the Temporary Worker directly by the Client or any third party or through any other employment business on a permanent or temporary basis, whether under a contract of service or for services; an agency, license, franchise or partnership arrangement; or any other engagement; directly or through a limited company of which the Temporary Worker is an officer, agent or employee

“Regulations”

means the Conduct of Employment Agencies & Employment Businesses (amendment) Regulations 2007

“Temporary Worker”

means the individual who is introduced by the Employment Business to render services to the Client.

“Introduction”

means (i) the Client's interview of a Temporary Worker in person or by telephone, following the Client's instruction to the Employment Business to supply a Temporary Worker; or (ii) the passing to the Client of a curriculum vitae or information which identifies the Temporary Worker; whether or not, in either case, the Client had knowledge of such Temporary Worker prior to the Introduction.

“Total Remuneration”

includes annual base salary or fees, guaranteed and/or anticipated bonus and commission earnings, allowances, inducement payments, the benefit of a company car and all other payments and taxable (and, where applicable, non-taxable) emoluments payable to or receivable by the Temporary Worker for services rendered to or on behalf of the Client or any third party.

- 1.2. Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.
- 1.3. The headings contained in these Terms are for convenience only and do not affect their interpretation.

2. THE CONTRACT

- 2.1. These Terms constitute the contract between the Employment Business and the Client for the supply of Temporary Worker services by the Employment Business to the Client and are deemed to be accepted by the Client by virtue of its request for, interview with or Engagement of any Temporary Worker or the passing of any information about a Temporary Worker to any third party following an Introduction. The Employment Business is entitled to assume that any employee or agent of the Client has the Client's authority to bind the Client (unless the Client notifies the Employment Business otherwise in writing) and the Employment Business is not required to seek confirmation of that authority.

2.2. These Terms and any assignment schedules issued contain the entire agreement between the parties and unless otherwise agreed in writing by a director of the Employment Business, these Terms prevail over any other terms of business or purchase conditions put forward by the Client.

2.3. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Client And are set out in writing and a copy of the varied terms is given to the Client stating the date on or after which such varied terms shall apply.

2.4. These Terms are valid from 01/09/2008 and supersede and replace all previous terms of business between the Employment Business and the Client.

2.5. All Introductions and Temporary Worker details are confidential and are supplied to the Client on the understanding that the Client will keep the information confidential and not disclose it to any third party without the prior written consent of the Employment Business.

3. CHARGES

3.1. The Client agrees to pay such hourly charges of the Employment Business as shall be notified to and agreed with the Client on each assignment schedule. The hourly charges are calculated according to the number of hours worked by each Temporary Worker (to the nearest quarter hour) and comprise mainly the Temporary Worker's pay but also include the Employment Business' commission calculated as a percentage of the Temporary Worker's pay, employer's National Insurance contributions and any travel, hotel or other expenses as may have been agreed with the Client or, if there is no such agreement, such expenses as are reasonable. VAT, if applicable, is payable on the entirety of these charges.

3.2. The charges are invoiced to the Client on a weekly basis and are payable within 30 days of the date of invoice.

3.3. The Employment Business reserves the right to charge interest on any overdue amounts at the rate of 3% per annum above the base rate from time to time of the Bank of England from the due date until the date of payment.

3.4. There are no rebates payable in respect of the charges of the Employment Business.

4. INFORMATION TO BE PROVIDED

4.1. The Employment Business will not make any Introduction to the Client until the Client has supplied it with the following information:-

- a) details confirming the Client's personal and corporate identity and the nature of the Client's business;
- a) the proposed start date for a Temporary Worker and the likely duration of the work;
- b) the position the Client is seeking to fill, together with a summary of the type of work the Temporary Worker would be required to do, the location and hours at which the Temporary Worker would be expected to work, details of any potential health and safety risks and any steps the Client has taken to limit such risks including copies of any and all relevant risk assessments undertaken by the Client in respect of the position the Client is seeking to fill;
- c) details of the experience, training, qualifications and any authorisations required to be possessed by the Temporary Worker (either as required by law or a professional body, or as the Client considers necessary);
- d) any expenses payable by or to the Temporary Worker;
- e) the minimum rate of remuneration and benefits to be offered and the intervals at which payment would be made, and the length of notice a Temporary Worker in such a position would be required to give or entitled to receive, on termination of their Engagement;
- f) written confirmation from the Client, signed by an authorised representative, confirming that the Client is aware of all the legal and/or professional requirements to be satisfied before the Temporary Worker can be supplied or engaged, together with confirmation that the supply by the Employment Business to the Client of Temporary Workers will not be detrimental to the Client's interests; and

- g) written confirmation from the Employment Business, signed by an authorised representative, confirming that the Client authorises the Employment Business to disclose any and all information provided by the Client under this clause to such of the Employment Business' officers and employees as the Employment Business shall see fit, and authorising the Client and such officers and employees to disclose any of the information to Temporary Workers introduced or supplied by the Employment Business.
- 4.1. When making an Introduction the Employment Business shall inform the Client of the identity of the Temporary Worker; that the Temporary Worker has the necessary or required experience, training, qualifications and any authorisation required by law or a professional body to work in the Assignment; whether the Temporary Worker will be employed by the Employment Business under a contract of service or apprenticeship or a contract for services; and that the Temporary Worker is willing to work in the Assignment. Where the Work Seeker is to work with vulnerable adults or young people the Employment business will ensure the Work Seeker is able to work to do so before any and all assignments commence.
- 4.2. Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public or Bank holiday) following, save where the Temporary Worker is being Introduced for an Assignment in the same position as one in which the Temporary Worker had previously been supplied within the previous five business days and such information has already been given to the Client, unless the Client requests that the information be resubmitted.
- 5. TIMESHEETS**
- 5.1. At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less) the Client shall sign the Employment Business' timesheet verifying the number of hours worked by the Temporary Worker during that week.
- 5.2. Signature of the timesheet by the Client is confirmation of the number of hours worked.
- 5.3. The Client accepts that it is their responsibility to verify the hours submitted on the timesheet and any inaccuracies therein.
- 5.4. The correct deduction of breaks from the hours submitted shall be the responsibility of the client. Authorisation of a timesheet without breaks being shown as deducted shall be deemed as full authorisation of all hours on the timesheet. Incorrect analysis of break deductions shall be the responsibility of the Client and any error shall be at their liability and cost.
- 5.5. If the Client is unable to sign a timesheet produced for authentication by the Temporary Worker because the Client disputes the hours claimed, the Client shall inform the Employment Business as soon as is reasonably practicable and shall co-operate fully and in a timely fashion with the Employment Business to enable the Employment Business to establish what hours, if any, were worked by the Temporary Worker.
- 5.6. Failure to sign the timesheet does not absolve the Client's obligation to pay the charges in respect of the hours worked.
- 5.7. The Client shall not be entitled to decline to sign a timesheet on the basis that he is dissatisfied with the work performed by the Temporary Worker.
- 5.8. In cases of unsuitable work the Client should apply the relevant provisions of clause 10 below.
- 5.9. The client accepts that unless specifically notified in writing to the employment business that any employee of the client or any authorised representative of the client who signs a timesheet is signing on behalf of the client and that any such signature shall be deemed an authorised signature.
- 5.10. Alternative time recording systems:
- can only be used if agreed in writing between the Client and the Employment Business.
 - Alternative methods can only be used from the date agreed by both parties in writing.
 - should there be a dispute relating to hours worked between a signed timesheet and an alternative recording system then the signed timesheet shall at all times take precedence.

6. PAYMENT OF THE TEMPORARY WORKER

- 6.1. The Employment Business assumes responsibility for paying the Temporary Worker and where appropriate, for the deduction and payment of National Insurance Contributions and PAYE Income Tax applicable to the Temporary Worker pursuant to sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003.

7. TRANSFER AND INTRODUCTION FEES

- 7.1. If, following the Introduction or Introduction and supply to the Client by the Employment Business (acting as an employment business) of a Temporary Worker the Client agrees to an Engagement of that Temporary Worker (except directly through the Employment Business on these Terms) or the Client or a member of the Client's staff refers that Temporary Worker to some other person body firm or corporation resulting in an Engagement by or through that person body firm or corporation the Client must notify the Employment Business and the Client must:-

- a) where a Temporary Worker has been Introduced to the Client but not supplied by the Employment Business, and there is an Engagement of the Temporary Worker either directly by the Client or through another employment business, and:
- i. where that Temporary Worker is to be Engaged in a permanent capacity and the Total Remuneration is known to the Employment Business, either pay to the Employment Business a fee as set out in the Employment Business' permanent terms of business OR give the Employment Business written notice that the Client will allow the Employment Business to supply that Temporary Worker to the Client on these Terms for a fixed period of 26 weeks (where the Temporary Worker works for a minimum of 37.5 hours each week), or
 - ii. where the Temporary Worker is to be used in a permanent capacity and the Total Remuneration is not known to the Employment Business, or where that Temporary Worker is not to be used in a permanent capacity, either pay to the Employment Business a fee equal to 250 times the Employment Business's standard hourly rate for that category of Temporary Worker OR give the Employment Business written notice that the Client will allow

the Employment Business to supply that Temporary Worker to the Client on these Terms for a fixed period of 26 weeks (where the Temporary Worker works for a minimum of 37.5 hours each week);

- b) where a Temporary Worker has been Introduced to the Client but not supplied by the Employment Business, and there is an Engagement of the Temporary Worker by a third party to whom the Client has Introduced the Temporary Worker; and
- i. where the Temporary Worker is to be Engaged in a permanent capacity and the Total Remuneration is known to the Employment Business, pay to the Employment Business a fee as set out in the Employment Business' permanent terms of business;
 - ii. where the Temporary Worker is to be Engaged in a permanent capacity and the Total Remuneration is not known to the Employment Business or where that Temporary Worker is not to be used in a permanent capacity, pay to the Employment Business a fee equal to 250 times the Employment Business's standard hourly rate for that category of Temporary Worker;
- c) where a Temporary Worker has been Introduced and supplied to the Client by the Employment Business and there is an Engagement of the Temporary Worker either directly by the Client or through another employment business and:
- i. where the Temporary Worker is to be Engaged in a permanent capacity and the Total Remuneration is known to the Employment Business, either pay to the Employment Business a fee as set out in the Employment Business' terms of business above OR give the Employment Business written notice that the Client will allow the Employment Business to supply that Temporary Worker to the Client on these Terms and Conditions for a fixed period of 26 weeks (where the Temporary Worker works for a minimum of 37.5 hours each week);
 - ii. where the Temporary Worker is to be Engaged in a permanent capacity and the Total Remuneration is not known to the Employment Business, or where that Temporary Worker is not to be used in a permanent capacity, either pay to the Employment Business a fee equal to 250 times the Employment Business's

standard hourly rate for that category of Temporary Worker OR give the Employment Business written notice that the Client will allow the Employment Business to supply that Temporary Worker to the Client on these Terms for a fixed period of 26 weeks (where the Temporary Worker works for a minimum of 37.5 hours each week);

- d) Where a Temporary Worker has been Introduced and supplied to the Client by the Employment Business and there is an Engagement of the Temporary Worker by a third party to whom the Client has introduced the Temporary Worker, and;
- i. where the Temporary Worker is to be Engaged in a permanent capacity by that third party and the Total Remuneration is known to the Employment Business, pay to the Employment Business a fee as set out in the Employment Business' permanent terms of business; or
 - ii. where the Temporary Worker is to be Engaged in a permanent capacity and the Total Remuneration is not known to the Employment Business or where that Temporary Worker is not to be used in a permanent capacity, pay to the Employment Business a fee equal to 250 times the Employment Business's standard hourly rate for that category of Temporary Worker; PROVIDED ALWAYS for the purposes of clause 7.1(c) and (d) that the Client shall not be required to pay a fee or give the Employment Business notice that the Client wishes to take an extended period of hire of that Temporary Worker if the Engagement takes place after the later of 8 weeks from the end of any earlier period of supply, or 14 weeks from the start of the first period of supply. Any gap of six weeks or less between periods of supply shall be included within the 14 week period, but where there is a gap of more than 6 weeks between periods of supply, the start date for the 14 week period shall be the start date of the next period of supply following the said gap of more than 6 weeks.
- 7.1. Where the circumstances outlined in clause 7(a) or (c) apply and the Client has notified the Employment Business that the Client chooses to allow the Employment Business to supply the Temporary Worker to the Client for a fixed period of 26 weeks (where the Temporary Worker works for a minimum

of 37.5 hours each week), rather than pay a fee, and where the supply of that Temporary Worker does not in fact continue for the whole of that fixed period and the fact that the supply did not continue for the whole of that fixed period is not the fault of the Employment Business, the Client shall be liable for a fee calculated in accordance with the Employment Business' permanent terms of business. The Employment Business retains its discretion to adjust the applicable fee pro rata to the actual period of supply.

8. LIABILITY

- 8.1. Whilst every effort is made by the Employment Business to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from Temporary Workers and further to provide them in accordance with the Client's booking details, the Employment Business is not liable for any loss, expense, damage or delay arising from any failure to provide any Temporary Worker for all or part of the period of booking or from the negligence, dishonesty, misconduct or lack of skill of the Temporary Worker. For the avoidance of doubt, the Employment Business does not exclude liability for death or personal injury arising from its own negligence.
- 8.2. Temporary Workers supplied by the Employment Business are engaged under contracts for services. They are not the employees of the Employment Business but are deemed to be under the supervision, direction and control of the Client from the time they report to take up duties and for the duration of the Assignment.
- 8.3. The Client agrees to be responsible for all acts, errors or omissions of the Temporary Worker, whether wilful, negligent or otherwise as though the Temporary Worker was on the payroll of the Client.
- 8.4. The Client will also comply in all respects with all statutes including, for the avoidance of doubt, the Working Time Regulations 1998 (as amended), Health and Safety At Work Act etc, by-laws, codes of practice and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff (excluding the matters specifically mentioned in Clause 6 above), including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Temporary Worker during all Assignments.

- 8.5. The Client undertakes not to request the supply of a Contractor to perform the duties normally performed by a worker who is taking part in official industrial action or duties normally performed someone who has been transferred by the Client to perform the duties of the person on strike or taking official industrial action.
- 8.5. The Client shall advise the Employment Business of any special health and safety matters about which the Employment Business is required to inform the Temporary Worker and about any requirements imposed by law or by any professional body, which must be satisfied if the Temporary Worker is to fill the Assignment.
- 8.6. The Client will assist the Employment Business in complying with the Employment Business' duties under the Working Time (amendments) Regulations 2003 by supplying any relevant information about the Assignment requested by the Employment Business and the Client will not do anything to cause the Employment Business to be in breach of its obligations under the Working Time (amendments) Regulations 2003.
- 8.7. Where the Client requires or may require the services of a Temporary Worker for more than 48 hours in any week, the Client must notify the Employment Business of this requirement before the commencement of that week.
- 8.8. The Client undertakes that it knows of no reason why it would be detrimental to the interests of the Temporary Worker for the Temporary Worker to fill the Assignment.
- 8.9. Where the Temporary Worker is required to operate any vehicles, machinery or automated systems the Client shall be responsible for:
- Ensuring that the Temporary Worker has the correct Licences and/or qualifications to operate such items.
 - Ensuring the provision of appropriate and adequate Insurance for the operation of said items.
 - The maintenance and testing of such items prior to use.
 - Any consequential losses as a result of the incorrect use or operation of said items.
- e) Any damage caused by the Temporary Worker whilst operating under their Supervision, Direction or Control.
- 8.10. Where the Temporary Worker is required to utilise their own or any lent, borrowed or leased vehicle to travel between Client sites or for any reason associated with the Clients business then whilst the Temporary Worker is involved in such activity the client shall be responsible for :
- Ensuring that the Temporary Worker has the correct Licences and/or qualifications to operate such items.
 - Ensuring the provision of appropriate and adequate Insurance for the operation of said items.
 - The maintenance and testing of such items prior to use.
 - Any consequential losses as a result of the incorrect use or operation of said items.
- Under no circumstances will the Employment Business accept any responsibility for the Temporary Workers private transport or the insurance thereof.
- 8.11. The Client shall indemnify and keep indemnified the Employment Business against any costs, claims or liabilities incurred by the Employment Business arising out of any Assignment or arising out of any non- compliance with clauses 8.2, 8.3, 8.4, 8.5, 8.6, 8.9 and 8.10 and/or as a result of any breach of these Terms by the Client.
- ## 9. SPECIAL SITUATIONS
- 9.1. Where the Temporary Worker is required by law, or any professional body to have any qualifications or authorisations to work on the Assignment or the Assignment involves caring for, supervising, or attending one or more persons under the age of eighteen or any person who by reason of age, infirmity or who is otherwise in need of care or attention, the Employment Business will take all reasonably practicable steps to obtain and offer to provide to the Client:
- copies of any relevant qualifications or authorisations of the Temporary Worker, and

- two references from persons not related to the Temporary Worker who have agreed that the references they provide may be disclosed to the Client and has taken all reasonably practicable steps to confirm that the Temporary Worker is suitable for the Assignment. If the Employment Business is unable to do any of the above it shall inform the Client of the steps it has taken to obtain this information in any event.

10. TERMINATION

10.1. The Client undertakes to supervise the Temporary Worker sufficiently to ensure the Client's satisfaction with the Temporary Worker's standards of workmanship. If the Client reasonably considers that the services of the Temporary Worker are unsatisfactory, the Client may terminate the Assignment either by instructing the Temporary Worker to leave the Assignment immediately, or by directing the Employment Business to remove the Temporary Worker. The Employment Business may, in such circumstances, reduce or cancel the charges for the time worked by that Temporary Worker, provided that the Assignment terminates: -

- Within four hours of the Temporary Worker commencing the Assignment where the booking is for more than seven hours; or
- Within two hours for bookings of seven hours or less;

And also provided that notification of the unsuitability of the Temporary Worker is confirmed in writing to the Employment Business within 48 hours of the termination of the Assignment.

- Any of the Client, the Employment Business or the Temporary Worker may terminate an Assignment at any time without prior notice and without liability.
- The Client shall notify the Employment Business immediately and without delay and in any event within 24 hours if the Temporary Worker fails to attend work or notifies the Client that the Temporary Worker is unable to attend work for any reason.
- The Employment Business shall notify the Client immediately if it receives or otherwise obtains information which gives it reasonable grounds to

believe that a Temporary Worker supplied to the Client is unsuitable for the Assignment and shall terminate the Assignment under the provisions of clause 10.2.

10.5. Where the Employment Business is acting as an employment agency, unless the Client specifically authorises the Employment Business in writing to do so, the Employment Business cannot and will not, nor shall it be deemed to be authorised to, act as the Client's agent in entering into contracts on the Employment Business' behalf with candidates or work- seekers. Where the Employment Business is acting as an employment business it cannot and will not act as the Client's agent in entering into contracts on the Client's behalf with candidates or work-seekers in any circumstances.

10.6. The Client agrees, forthwith upon demand, to provide the Employment Business with complete and accurate written details of any candidate or Temporary Worker's Total Remuneration and the Client hereby warrants that any such details the Client provides are and will be complete and accurate.

10.7. The Employment Business shall not supply any Temporary Worker to perform the duties normally performed by a worker taking part in official industrial action or the duties performed by any other worker employed by the Client who has been transferred to carry out the duties of the worker involved in official industrial action.

10.8. Where the Temporary Worker to be supplied will be supplied through the medium of a limited company contractor and that limited company contractor has not given notice to the Employment Business that it and the person or persons to be supplied by it wish to opt out of the application to them of the Regulations these Terms shall be construed as if each reference to a Temporary Worker includes a reference to any person or persons supplied by the Temporary Worker to carry out the work.

11. LAW

11.1. These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.



Client : Bam Nuttall Ltd. Rail (Ref: CT5238)

Signed for and on behalf of the Client (pages 1-4)

Full Name

Position

Dated

By signing above I acknowledge that I read and accept all the terms contained herein and that I have the authority of the Client to legally bind the Client to these terms. By signing this page I am automatically signing and accepting all contractual clauses on the preceding pages.

**NOW CAREERS - CREDIT ACCOUNT APPLICATION FORM (NON LIMITED).**

Clients wishing to open a credit facility with the company must complete the following.

| CLIENT HEAD OFFICE DETAILS: | | | |
|--|--|--------------------------------------|-----------------------------|
| BUSINESS NAME: | | | |
| VAT REG NO: | | TURNOVER LAST YR: PROFIT LAST YR: | |
| DATE AND PLACE OF COMMENCEMENT OF TRADE: | | TYPE OF BUSINESS: | LLP/ SOLE TRADER/NON-LTD CO |
| CIS REG NO: | | YEAR END DATE: | |
| PRINCIPAL TRADING ADDRESS: | | | |
| TELEPHONE NO: | | EMAIL ADDRESS: | |
| FAX NO: | | WEB ADDRESS: | |
| HEAD OF BUSINESS | | CONTACT NUMBER: | |
| HEAD OF FINANCE | | CONTACT NUMBER: | |
| HEAD OF ACCOUNTS PAYABLE | | CONTACT NUMBER: | |
| INVOICE ADDRESS: | | | |
| BANK NAME: | | | |
| BANK ADDRESS: | | | |
| SORT CODE: | | ACCOUNT NUMBER: | |
| SITE DETAILS: | | | |
| SITE ADDRESS: | | | |
| SITE CONTACT: | | CONTACT NUMBER: | |
| EMAIL ADDRESS: | | | |
| ANTICIPATED SPEND: | | | |
| WEEKLY: | | MONTHLY: | |
| REQUESTED LIMIT: | | | |
| CLIENT AUTHORISED SIGNATURE: | | | |
| REQUESTED BY: | | POSITION HELD: | |
| SIGNATURE: | | DATE: | |

By signing above I confirm that I have the authority of the company to sign on its behalf. Credit given to a customer/client is subject to us receiving favourable credit information dated within the last 3 months from Coface, Experian, RiskDisk or other FCIA approved credit agencies. Credit terms offered are at the sole discretion of Now Careers Group.

I also agree for Now Careers to utilise any data given to verify thgis application including the use of any contact details to be used as references.



To validate your application we also require the following:

1. A copy of your VAT Registration Certificate.
2. A Copy of your CIS Registration Certificate.
3. Copies of 2 recent trade invoices – different suppliers

| FOR INTERNAL USE ONLY: | | | |
|------------------------|--|----------------|--|
| BRANCH: | | DIVISION: | |
| CONSULTANT: | | | |
| ANTICIPATED MEN OUT: | | DURATION: | |
| CHARGE RATE: | | WEEKLY SPEND: | |
| ACCOUNT NO : | | PAYMENT TERMS: | |
| CREDIT LIMIT SET: | | AUTHORISED BY: | |
| COMMENTS: | | | |

Please forward completed original (signed) document to:
Now Careers Limited, 5th Floor Edgbaston House, Duchess Place, Birmingham B16 8NH.
Tel: 0121 452 4444

**NOW CAREERS - CREDIT ACCOUNT APPLICATION FORM (LTD COMPANY).**

Companies wishing to open a credit facility with the company must complete the following.

| CLIENT HEAD OFFICE DETAILS: | | | |
|-------------------------------------|--|-------------------|----------------------------|
| COMPANY NAME: | | | |
| VAT REG NO: | | TURNOVER LAST YR: | |
| DATE AND PLACE OF INCORPORATION: | | TYPE OF BUSINESS: | LTD CO / LLP / SOLE TRADER |
| COMPANY REG NO: | | YEAR END DATE: | |
| REGISTERED ADDRESS: | | | |
| TELEPHONE NO: | | EMAIL ADDRESS: | |
| FAX NO: | | WEB ADDRESS: | |
| HEAD OF COMPANY (MD) | | CONTACT NUMBER: | |
| HEAD OF FINANCE (FD) | | CONTACT NUMBER: | |
| HEAD OF ACCOUNTS PAYABLE | | | |
| INVOICE ADDRESS: | | | |
| BANK NAME: | | | |
| BANK ADDRESS: | | | |
| SORT CODE: | | ACCOUNT NUMBER: | |
| SITE DETAILS: | | | |
| SITE ADDRESS: | | | |
| SITE CONTACT: | | CONTACT NUMBER: | |
| EMAIL ADDRESS: | | | |
| ANTICIPATED SPEND: | | | |
| WEEKLY: | | MONTHLY: | |
| REQUESTED LIMIT: | | | |
| CLIENT AUTHORISED SIGNATURE: | | | |
| REQUESTED BY: | | POSITION HELD: | |
| SIGNATURE: | | DATE: | |

By signing above I confirm that I have the authority of the company to sign on its behalf. Credit given to a customer/client is subject to us receiving favourable credit information dated within the last 3 months from Coface, Experian, RiskDisk or other FCIA approved credit agencies. Credit terms offered are at the sole discretion of Now Careers Group.



| FOR INTERNAL USE ONLY: | | | |
|------------------------|--|----------------|--|
| BRANCH: | | DIVISION: | |
| CONSULTANT: | | | |
| ANTICIPATED MEN OUT: | | DURATION: | |
| CHARGE RATE: | | WEEKLY SPEND: | |
| ACCOUNT NO : | | PAYMENT TERMS: | |
| CREDIT LIMIT SET: | | AUTHORISED BY: | |
| COMMENTS: | | | |

Please forward completed original (signed) document to:
Now Careers Limited, 5th Floor Edgbaston House, Duchess Place, Birmingham B16 8NH.
Tel: 0121 452 4444