



Tel: 01932 629 550 Elmbrook House, 18-19 Station Road, Sunbury on Thames, TW16 6SB

SCALE OF FEES –

INTRODUCTION FEES FOR PERMANENT OR CONTRACT STAFF OR TEMP TO PERM (see below)

Gross remuneration	Engagement fee	Gross remuneration	Engagement fee
Salaries over £55,000	18.5%	Salaries over £80,000	20%

REFUND (not applicable to Temp to Perm)

Week in which employment ceases	Percentage of introduction fee refunded
Weeks [1 to 2]	Rebate of [100]% of fee
Weeks [2 to 4]	Rebate of [75]% of fee
Weeks [4 to 6]	Rebate of [50]% of fee
Weeks [6 to 8]	Rebate of (25)% of fee
Weeks [8 to 10]	Rebate of (10)% of fee

TEMP TO PERM

Fee chargeable if engagement during Relevant Period (which shall mean during an assignment or the later of either 14 weeks from the first day* on which the agency worker is supplied by the agency to work for the client, or 8 weeks from the day after the agency worker is last supplied by the agency to the client [*the first day of the first occasion of supply or the first day of any subsequent assignment if more than 42 days since the end of the previous assignment]) Alternative to fee is to extend hire period, in accordance with Regulation 10 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003. No refund terms on Temp to Perm.

Weeks worked	Transfer fee	Or Extended Hire Period
Up to [2] weeks	[100]% of Engagement fee	Up to [26] weeks
Over [2] and up to [6] weeks	[80]% of Engagement fee	Up to [26] weeks
Over [6] and up to [10] weeks	[60]% of Engagement fee	Up to [26] weeks
Over [10] and up to [14] weeks	[40]% of Engagement fee	Up to [26] weeks
Over [14] and up to [26] weeks	[20]% of Engagement fee	Up to [26] weeks
Over [26] weeks	[Nil]	[Nil]

VAT at the current rate in force will be added to all fees

This scale of fees should be read in conjunction with the Terms of Business of Layka Connect for the Introduction of Permanent or Contract Staff and for the Introduction and Supply of Agency Workers

Signed on behalf of:

Print Name: Signed Date:

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