



**Orange Black**  
New Generation of Professional  
Temporary Staff Service

**For The Supply of Our Staff.**

1. These terms and conditions are between OrangeBlack and Employer ("The Clients").
2. The Client agrees to pay for the fees of OrangeBlack once the time of booking and confirmation of our price list has been supplied. Any additional agreement terms will then be confirmed by OrangeBlack. The clients are responsible for taking into account of the hours worked by staff by countersigning OrangeBlack time sheet.
3. Any additional expenses will be itemized by OrangeBlack in their Invoice, in addition to the fees, which apply at the time of the assignment.
4. OrangeBlack usually gives a period of two-weeks+ advance notice of its plans to review its level of charges.
5. Fees are payable within 30 days by the client upon receipt of OrangeBlack invoice.
6. OrangeBlack reserves the right to change interest at 4% per calendar month above basic National Westminster rates if the invoice remains unpaid.
7. OrangeBlack is an agent for staff on assignments. It assumes responsibility for the collection and payment of its fees. OrangeBlack will deduct (where it applies) and pay all statutory contributions in accordance with National Insurance contributions and Income Tax relating to section 33 of the Finance Act 1975 and other similar legislation.
8. Should the client engage staff introduced by OrangeBlack, on his/her own account, provided that the staff concerned has completed 16 consecutive full working weeks, he / she may then be transferred to permanent free of charge, provided that, 2 weeks notice is given to OrangeBlack.  
  
OrangeBlack reserves the right to charge the client a cancellation fee, according to the rates at that particular time, if the cancellation is made within 24 hours notice of which staff have already been booked for their assignment by OrangeBlack.
9. Every effort is made by OrangeBlack to ensure that a reasonable level of skill, care, loyalty and reliability from staff introduced.  
  
No responsibility will be accepted by OrangeBlack for loss, expenses, damage or delay, arising from any difficulty in providing any particular staff for all or part of the booking period, or from the carelessness, dishonesty, misconduct, or lack of skill of the staff OrangeBlack provides.  
  
There will be no effect, however, on OrangeBlack obligation to its clients, to ensure that reasonable measures are taken that all staff are suitable for the positions they have assigned to.
10. The client will adequately insure any and all, machinery, cargo, merchandise and/or vehicles (whether lease or owned) with public liability, property damage, collision, fire and theft coverage, and that the staff introduced and OrangeBlack shall have the full benefit of such insurance.
11. References and other relevant information, which OrangeBlack obtains, regarding staff, are available to the client. Information of such should therefore be treated with the strictest confidence, once it is supplied to the client. By no means should this information be supplied to any third party.
12. The client may wish to cease an assignment before the end of the agreed specified time, for which staff have been placed, in this case OrangeBlack reserves the right to charge for the staffs agreed assignment period, if less than 48 hours notice is provided.
13. The client should undertake to supervise OrangeBlack staff during the assignment period, so as to ensure that the client is satisfied with the standard of work provided by staff.  
If the client is dissatisfied with the standard of work given by OrangeBlack staff, then this should be instantly notified to OrangeBlack's Agency. Where it will then be determined if it is appropriate to ask the staff involved to terminate their assignment.  
It is important that OrangeBlack is notified of any such occurrence. OrangeBlack will aim to achieve the replacement of that staff for the client.  
It will be the client's responsibility to respectively pay for OrangeBlack' charges concerning the hours worked by staff involved.
14. In the event that a temporary worker has an incident or accident at work, you must first complete your incident/accident report. This must then be sent directly to the address showing bellow.
15. If you agreed to the Terms and Condition above please sign.....Date.....

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