# Contract for <<insert type of service here>> Services from <<insert the contractor’s company name here>>

This document sets out the terms under which <<your company name>> of 3HUB Case Management Community, Perch Co-Working, Unit 2, Franklins House, Wesley Lane, Bicester, OX26 6JU contracts the services of <<Name of Contractor>> (**Contractor**) of <<Contractor’s company name here>> of <<Contractor’s business postal address>>. <<your company name>> is represented by <<Your name>>.

## Description of service:

The **Contractor** agrees, upon request by <<your company name>>, to provide the following **services**:

<<describe the service in detail here and who it is provided to >>

<<also describe the frequency/hours/service level agreement here >>

<<describe the products of the service and who has responsibility for producing them.>>

Each task will be conducted in line with the <<your company name>> policies.

## Duration and notice period

The **Contractor** undertakes to provide the **services** as agreed on a case-by-case basis, subject to demand and The **Contractor’s** own personal workload. Either party may end this contract subject to a minimum period of notice of six weeks, to be given in writing.

## Fees and invoices

<<your company name>> will pay the **Contractor** at a rate of £XX per hour exclusive of VAT. Hours worked will be calculated by the **Contractor** and accumulated for a monthly invoice as required. <<your company name>> will agree to settle any invoices within 30 days from the date of invoice.

Invoices should be emailed to <<Your name and email here>>. The **Contractor** to provide bank details on each invoice and <<your company name>> takes no responsibility if these details are incorrectly recorded.

## Taxation

The **Contractor** confirms that they will be responsible for all payments of Income Tax, National Insurance and any other taxes or duties arising from the contract. The **Contractor** will provide herewith their unique tax reference to confirm that they are self-employed for taxation purposes.

## Contractual status

The **Contractor** is not an employee, partner, or agent of <<your company name>>**,** and no rights of employment accrue for the duration of this contract. The **Contractor** is free to undertake such other work as they may wish with other organisations. No substitution for the **Contractor** named above will be accepted unless agreed by <<Your name>> in advance.

## Immediate termination

<<your company name>> may, upon written notice to the **Contractor**, suspend or terminate this contract in the event of the **Contractor’s** incapacity or default. Examples of situations warranting immediate termination with no notice include:

* Wilful neglect to perform the agreed **services** and failure to remedy any fault in performance of the **services** within a reasonable time, having been notified of that fault.
* Acting in any way that in the opinion of <<Your name>> brings<<your company name>> into disrepute.
* Committing a breach of any of the provisions of this contract which if capable of remedy, have not been remedied within 30 days after notice of such breach has been served on you.
* Inability to complete the **services** agreed with you due to ill-health, accident, or non-substitution to the extent that the performance of<<your company name>> would be severely restricted without supply of a substitute.

In the event of suspension or immediate termination the **Contractor** will be paid for all valid invoices of **services** performed up to the date of suspension or termination.

## Confidentiality

During the course of the **Contractor’s** work, they will receive confidential information regarding clients and other parties. The **Contractor** shall not, except in the proper course of their duties, as required by law or as authorised by <<your company name>>, use, or communicate such confidential information. This restriction shall continue to apply after the termination of the contract without limit. At termination of the contract, all documents and electronic media containing confidential information must be handed back to <<your company name>>.

## Copyright and inventions

The rights to inventions, copyright material and other production of <<your company name>> arising as a result of this Contract are vested exclusively with <<your company name>>.

## Policies

The **Contractor** shall abide by the policies of <<your company name>> including, but not limited, to Child and Vulnerable Adult Protection, Code of Conduct and Health & Safety. The **Contractor** will be required to hold a basic Disclosure and Barring Certificate.

## Governing law

This contract shall be governed by English Law.

## Change to Contract

Any changes to the above contract shall be agreed in writing and signed by both parties.

## Completion

This contract sets out the terms of the agreement between the parties. Should one clause fail then this does not affect the overall contract which shall remain in force.

Signed by both parties as noted below:

Name: <<Name of Contractor>> Signed ………………………………

Dated: ………………………….

Name: <<Your name>> Signed ………………………………

Dated: ………………………….

For and on behalf of <<your company name>>