

# QP Nannies Terms Of Business.

To protect your own interest please read this document carefully.

The following written agreement is between QP Nannies and the Employer (The Client)

## Agency Fees.

Full time Live-Out/In Nannies and PAs: 35hrs + pw - £1200

Part time Live-Out/In Nannies and PAs: 16 to 35hrs pw - £700

Part time Live Out/In Nannies and PAs: -16hrs pw - £400

Temporary Nannies, UK Holiday Nannies including nighttime, Emergency and Maternity Nurses(Under a Week) - £35/day

Temporary Nannies, UK Holiday Nannies including nighttime, Emergency and Maternity nurses (One Week + -£17/day

Evening Babysitting membership - unlimited evening bookings per year (after 7pm) - £200\*

\*excludes all public and bank holidays

QP Nannies reserves the right to review our Terms of Business at anytime.

## Definitions.

a) 'QP Nannies' means The Agency.

b) 'Client' means the client named on the Families Registration form for whom the agency has agreed to provide the services in accordance with our Terms and Conditions.

c) 'Permanent Candidate/Candidate' means the Nanny whom QP Nannies introduces to the Client.

d) 'Engagement' means the employment or use of the candidate by the client or any third party on a permanent or temporary basis. The 'commencement' of the engagement shall mean the contracted first day of the Candidate in the employ of the Client.

Introduction and subsequent engagement of a person introduced by QP Nannies is deemed to be an acceptance of our terms and conditions and agreement to pay appropriate fee.

The client must notify the agency within 24 hours of an engagement being agreed. The fee becomes payable once the engagement has been agreed and must be paid within 7 working days. If the total is not paid within the allocated 7 working days then 10% interest will be added to the base rate as a charge for late payment. If payments remain outstanding then 10% of the total payable will be charged every 7 working days until the service is paid for in full.

QP Nannies acts as an introduction agency and does not directly or indirectly employ staff. The responsibility of Income Tax, National Insurance or otherwise are the responsibility of the client. We recommend you seek advice from your tax office.

If the client cancels the booking after the engagement has been agreed, but before the engagement commences, 50% of the full placement fee will be charged.

If the client cancels a arranged trial day with out 24hrs notice then the full agreed daily wage will be incurred.

Introductions are strictly confidential and are made individually to the client who is responsible to the Agency's fees. If the client introduces the candidate directly or indirectly to other employers with a resulting engagement, the client will remain responsible for the payment of the Agency's fees as if the candidate had been engaged directly by the client.

The Client must agree with the employee prior to commencement of duties, details of pay, hours of work, sick pay, holidays and notice period. We strongly recommend putting all of this in writing and we can provide model templates if requested. QP Nannies will assume that all terms of engagement have been agreed unless we receive written word to the contrary.

Invoices are issued on the day the placement is confirmed. The placement terms are as follows: Full fee paid within 7 working days of it being issued - this should be paid within this time to avoid incurring the late-payment charge.

QP Nannies shall not be liable under any circumstances for the loss, damage, expense or compensation suffered or incurred by the Client either directly or indirectly arising from or in any way connected with the Agency introducing a candidate or the client employing a candidate.

## **Refund Policy - Permanent Placements Only.**

In the unlikely event of the permanent candidate leaving within the first 2 weeks, the candidate will be replaced free of charge within the following 4 weeks. If the employer does not wish to have a replacement then QP Nannies will refund the Client 25% of the original fee paid. In the event of the placement ending within the first 2 weeks the refund policy will apply providing that;

- A) The agency fees have been paid and received within 7 days of the invoice date.
- B) The client advises the agency within 7 days of the termination