Terms of Business

Fusion Staffing Ltd | All business sectors | PAYE and umbrella supply

Version 2.0 | 1st September 2026 |

These Terms govern temporary workers supplied through Fusion under the PAYE Model or the Umbrella Model, direct introductions and transfers. Common provisions apply to both models. Sections 7 and 8 provide separate payroll arrangements. The agreed Assignment Details Form identifies the model and commercial particulars for each assignment.

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1 Definitions

1.1 Fusion means Fusion Staffing Ltd (company number 16100120) of Unit 5, Kingsway Business Park, Oldfield Road, Hampton, Middlesex, TW12 2HD. Client means the legal person identified in the signature section or Assignment Details Form receiving the services. An associated company is not bound merely because it is in the Client's group.

1.2 Applicant means a person introduced for Engagement. Worker means an individual supplied through Fusion. Assignment means temporary work under the Client's supervision and direction. Engagement means direct or indirect employment, engagement or use of an Applicant or Worker, including through another agency or company. Engage has a corresponding meaning.

1.3 Introduction means Fusion providing identifying information or arranging an interview following the Client's instruction, which leads to Engagement. Supply also constitutes an Introduction, but fees following supply are governed exclusively by section 5.

1.4 PAYE Model means Fusion contracts directly with and pays the Worker and operates PAYE. Umbrella Model means an approved umbrella company employs and pays the Worker and Fusion contracts with that company to arrange supply. PAYE is operated in both models; the distinction is who contracts with or employs and pays the Worker.

1.5 Assignment Details Form means the written confirmation required by section 6. Charges means agreed supply rates and additional costs. Conduct Regulations means the Conduct of Employment Agencies and Employment Businesses Regulations 2003, as amended. AWR means the Agency Workers Regulations 2010, as amended.

1.6 Remuneration means anticipated gross remuneration in the first 12 months of direct Engagement, including salary or fees, commission, bonuses, car allowances and taxable benefits. A company car is valued at £5,000 for introduction fees. Annual Salary means annual basic salary plus guaranteed contractual salary allowances, excluding discretionary bonuses, pensions, employer National Insurance and expenses. Use actual part-time annual salary and annualised fixed-term salary.

1.7 Day Actually Worked means a calendar date on which the Worker performs agreed assignment work for the same Client through Fusion, counted once irrespective of hours or shifts. An overnight shift counts on its starting date only. Leave, sickness, holidays without work, cancelled shifts, registration and work through another agency do not count. Section 5 explains aggregation.

1.8 Legislation includes amendments and replacements. Business Day excludes weekends and public holidays in England. These Terms cover business clients and Great Britain assignments. Northern Ireland or overseas supply requires an expressly agreed local addendum before work starts.

2 The contract

2.1 These Terms form the contract for the services above. The Client accepts them by signing or requesting or accepting an Introduction or supply after receiving these Terms. Anyone acting for the Client warrants authority to do so.

2.2 Fusion acts as an employment agency for direct introductions and an employment business for temporary supply. Worker status depends on the worker agreement, applicable law and actual arrangements. These Terms do not determine statutory employment status or remove worker rights.

2.3 These Terms and the agreed Assignment Details Form contain the agreement. These Terms prevail over Client purchase conditions unless a Fusion director expressly agrees otherwise in writing. The Form specifies particulars and rates; a variation must identify the clause changed and be agreed in writing by the Client and a Fusion director.

2.4 These Terms replace earlier PAYE, intermediary and transfer terms only for new contracts on this basis or existing arrangements expressly varied in writing. They do not retrospectively change accrued rights or assignments. For an agreed variation, section 5 replaces earlier school-term, supply-week, 50% transfer-fee, transfer-rebate and free-transfer schedules for that assignment.

2.5 Mandatory law prevails. No provision removes statutory rights, changes who is liable to HMRC or permits a prohibited fee. Naming an umbrella here does not bind it; Fusion must obtain a separate supplier agreement under section 8.

3 Direct introduction fees and payment

3.1 This section applies to direct introductions where the Applicant has not been supplied to the Client through Fusion. Section 5 governs transfers following supply. The two fees are not cumulative for the same Engagement.

3.2 The Client must promptly notify Fusion of offers, acceptance, agreed Remuneration and start dates. Unless otherwise agreed in writing, the introduction fee is 25% of Remuneration plus VAT where applicable and falls due when the Applicant starts.

3.3 For an initial direct fixed-term Engagement shorter than 12 months, the fee is pro-rated to that term. Extension or re-engagement within three months of expiry attracts a further fee on additional Remuneration, capped at the fee for the first 12 months in total.

3.4 Introduction invoices are payable within 30 days of invoice. Rebates require payment within 14 days under section 4. Statutory interest and permitted recovery costs may be charged on overdue commercial debts under the Late Payment of Commercial Debts (Interest) Act 1998.

3.5 If the Client withdraws an accepted direct-introduction offer before commencement, a cancellation fee equal to 25% of the introduction fee is payable, subject to law. This does not apply to temporary-assignment cancellation or operate as an additional transfer charge.

4 Introduction fee rebates and protection

4.1 A rebate applies only to an introduction fee where the invoice is paid in full within 14 days and the Client notifies Fusion in writing within seven days of termination. Redundancy is excluded. The following percentage is refundable if the Engagement ends in its first eight weeks.

Week in which Applicant leaves	Introduction fee refunded
1–2	90%
3–4	65%
5–6	30%
7–8	5%

4.2 For direct introductions, Engagement within six months of Introduction attracts the section 3 fee. If the Client discloses Applicant information to a third party and this results in Engagement within that period, the Client is liable without rebate. This does not extend statutory charging periods for supplied Workers.

4.3 For direct introductions, re-engagement by the Client or an associated company following the Client's disclosure within six months of termination or withdrawal attracts the section 3 fee without rebate, crediting fees already retained for the same Engagement and remuneration period.

4.4 Where a member of Fusion staff with whom the Client had personal dealings accepts Engagement with the Client within three months of leaving Fusion, the section 3 fee applies to the extent enforceable. Applicant information is confidential and may be used only to assess or arrange the proposed Engagement, subject to data protection law.

5 Transfers from temporary supply

5.1 This section applies to either supply model when a supplied Worker is Engaged directly by the Client, through another employment business, or by a third party following the Client's introduction. Subject to the safeguards below, the fee is the stated percentage of Annual Salary immediately before the new Engagement starts.

Days actually worked	Transfer fee
0–64 days	20%
65–129 days	15%
130–194 days	10%
195+ days	0%

5.2 Count cumulative Days Actually Worked for the same Client through Fusion across both models, assignments and interruptions. A role, site or payroll-model change does not reset the count. Evidenced prior days through Fusion count. Days for a different legal client do not count unless agreed in writing. The statutory 42-day rule below affects the Relevant Period, not accrued day credits.

5.3 The fee changes only at the stated thresholds. Days worked through Fusion before transfer, including during agreed notice, count. At 195 days the fee is zero with no additional notice or evidence condition. No fee is charged to the Worker.

5 Transfer safeguards and extended hire

5.4 A fee for a supplied Worker is chargeable only to the extent regulation 10 of the Conduct Regulations permits, and where Engagement begins during supply or within the Relevant Period. That period ends at the later of eight weeks after the last day supplied through Fusion and 14 weeks after the first day supplied. A break of more than 42 days resets the first-day calculation to the later assignment as required by regulation 10.

5.5 The Client must notify Fusion as soon as transfer is proposed and provide reliable evidence of the engaging entity, start date, role, hours, Annual Salary and fixed-term duration before commencement where reasonably practicable. A redacted signed contract or equivalent reliable written evidence is sufficient. Fusion has no veto over employment. Evidence delays do not generate a penalty or extend the lawful charging period.

5.6 Instead of paying a fee for direct transfer or transfer through another employment business, the Client may elect in writing before Engagement starts to continue supply for an Extended Hire Period of 12 consecutive calendar weeks. No separate transfer notice is required. Fusion will confirm the dates promptly; its confirmation does not make the election discretionary. Supply follows the existing agreed assignment timetable.

5.7 During Extended Hire, supply terms and Charges must be no less favourable to the Client than immediately before the election, as required by regulation 10. On completion, transfer is free even if fewer than 195 Days Actually Worked have accrued. Ordinary supply lasting 12 weeks does not itself constitute this elected alternative.

5.8 If Fusion fails to supply throughout Extended Hire for reasons within its control, no fee is payable where regulation 10 prohibits it. If supply cannot continue for reasons outside Fusion's control, or the Client transfers early, an otherwise lawful fee is the lower of the day-band fee at transfer and the fee at election reduced pro rata by the proportion of agreed Extended Hire supply hours actually supplied. No fee is payable outside the statutory charging period.

5.9 Where the Client introduces a supplied Worker to a third party resulting in Engagement, the same scale and statutory periods apply using the third party's Annual Salary. Extended Hire is available where legally required. Disclosure alone without Engagement attracts no fee.

5.10 Transfer invoices are payable within 30 days plus VAT where applicable. Introduction rebates do not apply. Fusion will request missing salary evidence and will not invent salary or apply an automatic maximum. For non-salaried Engagement, an equivalent annual basic remuneration basis must be agreed in writing before transfer; bands and legal safeguards remain applicable.

5.11 No notice, evidence requirement, indemnity, cancellation fee, introduction fee or damages claim extends the Relevant Period or recovers a prohibited transfer fee indirectly. No fee applies outside the lawful period regardless of days worked. The Client may discontinue supply and wait until that period expires.

5.12 At £30,000 Annual Salary the fee is £6,000 at 64 days, £4,500 at 65 or 129 days, £3,000 at 130 or 194 days and £0 at 195 days, plus VAT where applicable. Completed Extended Hire or expiry of the lawful charging period can make transfer free earlier.

6 Assignment information and suitability

6.1 Before supply the Client must provide its legal identity and business activity; duties; location and remote-working arrangements; start date and duration; hours, breaks, overtime and night work; required experience, qualifications, registrations and authorisations; known health and safety risks and controls; safeguarding requirements; and mandatory sector licences or insurance requirements.

6.2 An agreed Assignment Details Form must identify the Worker, model, umbrella's full legal identity if applicable, all supply-chain parties, services, location, timetable, rates, overtime, expenses, invoice and payment arrangements, termination notice, authorised variations and relevant AWR information. Client Charges must be distinguished from gross pay and the umbrella assignment rate.

6.3 Fusion will take reasonably practicable steps required by law to confirm identity, experience, training, qualifications, authorisations and willingness to undertake the work and provide information required by the Conduct Regulations. Oral information will be confirmed in writing within three Business Days, subject to lawful repeat-supply exceptions within five Business Days.

6.4 The parties will identify legal and professional requirements and take reasonably practicable steps to ensure the work is not detrimental to either party or the Worker. The Client must assess suitability for its operations and identify additional checks before supply. Fusion retains its statutory checking duties.

6.5 For regulated work and work involving children or adults needing care or attention, Fusion will take the steps required by the Conduct Regulations to obtain and offer qualification or authorisation evidence and references, including two unrelated referees where required. Fusion will explain unsuccessful steps and outstanding information. Supply must not start with a mandatory check, authorisation or licence outstanding.

6.6 The Client must report role changes, safety concerns, misconduct, safeguarding allegations or removals immediately and cooperate with required DBS, Disclosure Scotland or regulatory referrals. Each party retains its reporting duties. Neither may arrange supply contrary to restrictions on replacing workers taking official industrial action.

6.7 The Client must not transfer the Worker to another entity or materially change duties or location without Fusion's prior written agreement and reassessment of checks, risks, rates and chain information. Applicable sector rules remain mandatory; generic wording does not displace them.

7 PAYE supply model

7.1 Fusion contracts directly with the Worker under a written employment contract or worker agreement appropriate to the actual arrangement. Fusion is responsible for paying the Worker and operating PAYE Income Tax, employee and employer National Insurance, student loan and other required deductions, payroll reporting and HMRC remittances.

7.2 Fusion is responsible for statutory holiday pay, applicable pension auto-enrolment duties and other employer or engager obligations arising under its relationship with the Worker. Holiday arrangements must comply with current law and be explained. Employer National Insurance and other employer costs must not be presented as deductions from agreed gross wages.

7.3 Fusion will provide required key information, written terms, assignment information and itemised pay statements. Fusion must pay for work performed irrespective of Client payment or timesheet approval, investigating discrepancies without withholding pay contrary to law.

7.4 The Client pays agreed Charges and must not pay the Worker separately for work, bonuses or expenses without Fusion's written agreement and correct payroll treatment. The Client must provide accurate hours, leave and bonus information promptly for payroll and notify corrections.

7.5 The Client supervises the Assignment and is responsible for its workplace duties. Neither these Terms nor payment through Fusion conclusively determines an employment relationship with the Client; law and actual arrangements prevail.

7.6 Outsourced payroll processing does not relieve Fusion of its duties where it remains employer or payer. Moving to a separate employing umbrella changes the supply model and requires section 8 approval and updated assignment and worker documents.

8 Umbrella supply model

8.1 The approved umbrella company employs the Worker under a genuine employment contract and is responsible for wages, holiday pay, PAYE, National Insurance, pensions, statutory employment payments, payslips and payroll reporting. Fusion pays the umbrella under a separate supplier agreement. Section 8.4 preserves statutory liability.

8.2 Fusion must approve the umbrella's legal identity, UK establishment and payroll arrangements before supply and record these in the Form. The Client must disclose requested umbrellas, intermediaries, connections and overseas elements. No umbrella, employer, intermediary, PAYE reference or payment route may change without prior written approval and renewed checks.

8.3 Before supply Fusion must secure an enforceable supplier agreement covering lawful payroll and employment, evidence, audit access, prompt reporting and corrective action. These client Terms do not themselves bind the umbrella. Supply must not begin until this agreement and checks are in place.

8 Umbrella tax liability and controls

8.4 For qualifying Worker payments on or after 6 April 2026, Chapter 11 of Part 2 of the Income Tax (Earnings and Pensions) Act 2003 and associated provisions impose joint and several liability. Fusion is ordinarily the relevant agency where it contracts directly with the end client. Without an agency, the end client is ordinarily the relevant party. Connected-party and non-UK intermediary rules can also make a client liable. The statutory supply chain determines liability.

8.5 Relevant liabilities include PAYE Income Tax, employee and employer Class 1 National Insurance and student loan repayments within the applicable provisions. HMRC may recover unpaid amounts from a relevant party. Paying an umbrella invoice does not discharge liability. Where pay covers several clients, liability is attributable to services for the relevant client under the statutory rules.

8.6 No clause transfers away or caps HMRC's rights. Approval, accreditation, audits, due diligence, insurance and indemnities are not a statutory exemption. The umbrella retains employer and payroll duties. These Terms do not impose automatic client liability in every ordinary UK agency chain.

8.7 Fusion will document proportionate initial and ongoing checks of ownership, connections, financial standing, PAYE registration, bank accounts, employment terms, payroll arrangements and compliance history. It must obtain payroll evidence each pay period, reconcile against hours and payments and investigate discrepancies. Accreditation alone is insufficient.

8.8 The supplier agreement must require timely access to employment terms, pay illustrations, reconciliations, payslips, gross-to-net calculations, holiday and pension records, relevant RTI submissions and acknowledgements, evidence of HMRC liabilities and remittances and records linking Worker pay to the Client's assignment. Evidence must be reviewed and retained securely. A payslip or RTI acknowledgement alone does not prove remittance.

8.9 The Client must provide accurate chain and assignment information, disclose connections and changes promptly, cooperate with lawful enquiries and notify Fusion immediately, and within one Business Day of awareness, of suspected unpaid wages or tax, HMRC contact, avoidance arrangements or unauthorised intermediaries.

8.10 Fusion must require equivalent prompt umbrella notification of arrears, late remittances, HMRC enquiries, insolvency risks, payroll or ownership changes and suspected non-compliance. Loans, advances, grants or other disguises for taxable earnings, offshore diversion and artificial payroll fragmentation are prohibited.

8.11 On credible concerns Fusion may suspend new supply, require evidence and corrections, replace a provider, move future supply to PAYE following lawful arrangements, or end affected supply where necessary. Earned wages must be protected. The Client must not redirect payroll payments unilaterally.

8.12 The umbrella assignment rate, margin, employer costs, holiday treatment, gross taxable pay and estimated net pay must be distinguished in key information and pay illustrations. No guaranteed take-home rate or tax advantage may be promised. Changes affecting pay require updated information and any legally necessary consent.

9 Client duties and agency worker rights

9.1 The Client is responsible for direction, induction, safe systems, equipment, protective equipment, access, supervision, risk assessments and welfare. It must comply with workplace safety, equality, anti-harassment and other applicable legislation and maintain appropriate insurance for agency workers and its operations. Fusion and the umbrella retain their statutory duties.

9.2 The Client must record working time accurately and enable lawful hours, rest, breaks and night-work protections. It must notify Fusion before requiring more than 48 hours in a week and must not assume a voluntary opt-out exists. Relevant consent must be freely given. Statutory limits and exceptions apply.

9.3 From day one the Client must provide access to collective facilities and amenities and vacancy information as AWR requires. After the statutory qualifying period, equal treatment applies to basic working and employment conditions, including pay, working time, night work, rest, breaks and annual leave within AWR's scope.

9.4 Before supply the Client must disclose prior same-role assignments through any agency, relevant group assignments, role changes and interruptions. It must provide accurate comparator or hypothetical direct-hire terms, pay scales, relevant bonuses, working time and leave information early enough to implement equal treatment and promptly update changes.

9.5 AWR qualification is determined by law, normally 12 calendar weeks in the same role with the same hirer, including statutory rules for breaks, protected absences and anti-avoidance. This is separate from transfer days. Payroll-model changes do not reset statutory continuity.

9.6 The Client must assess performance for applicable AWR bonuses, provide supporting records and fund agreed Charges for legally required entitlements. Fusion must ensure the appropriate payment route. The parties must cooperate on pregnancy protections, suitable alternative work and paid antenatal appointments where required.

9.7 Each party must notify the other promptly of AWR complaints, information requests or claims, normally within seven calendar days of receipt without missing any shorter legal deadline. They must exchange records and cooperate to meet statutory response deadlines. No settlement binds the other without consent, not unreasonably withheld.

9.8 The Client must report non-attendance, absence and significant performance concerns promptly, normally within four hours of discovery. Unsuitability must be explained to Fusion immediately. Fusion will investigate and take reasonable action, including replacement where available, without guaranteeing availability.

10 Timesheets charges and termination

10.1 The Client must verify actual work and hours each week or shorter Assignment by timesheet, authorised email, agreed spreadsheet or portal. Disputes must be raised promptly with reasons. Failure to approve does not remove liability for work performed. Quality concerns are separate from accurate hours recording.

10.2 Charges are agreed rates multiplied by verified time or agreed units. Hourly time is recorded to the nearest quarter hour unless agreed otherwise. Overtime, minimum bookings, cancellation charges and expenses must be specified in the Form; no unagreed minimum or cancellation fee is implied.

10.3 Charges include the agreed cost of pay or umbrella supply, holiday and AWR entitlements, employer costs and Fusion's margin. The Client pays agreed bonuses and associated employer costs and margin where expressly stated in the Form. Expenses require prior approval unless agreed otherwise. VAT applies where required.

10.4 Supply is invoiced weekly and payable within 30 days unless the Form expressly agrees otherwise. The Client must pay undisputed amounts on time and identify disputes promptly. Payments are without set-off or deduction except where law requires or agreed in writing. Statutory interest and permitted recovery costs may apply to overdue commercial debts.

10.5 Fusion may vary Charges on written notice for demonstrable changes in statutory costs or relevant Client AWR terms, explaining the basis, amount and date before effect where reasonably practicable. Other rate changes require written agreement. Extended Hire remains subject to section 5.7.

10.6 Correctly invoiced supply Charges carry no automatic refund; errors must be corrected. If the Client rejects an unsuitable Worker within four hours of starting an Assignment scheduled for more than seven hours, or two hours for one of seven hours or less, and confirms reasons within 48 hours, Fusion may reduce or waive Charges. Statutory pay is unaffected.

10.7 Unless the Form specifies notice, either party may end an Assignment at any time by written notice without further notice payment. The Worker's own contractual and statutory rights remain. The Client must pay accrued Charges; section 5 governs a later transfer.

10.8 Either party may end affected services immediately for serious safety or safeguarding concerns, an unlawful arrangement, an irremediable material breach, insolvency where law permits, or a remediable material breach uncorrected seven days after written notice. Fusion may suspend for overdue undisputed invoices after reasonable written warning, subject to law.

10.9 Termination preserves accrued rights, confidentiality, data protection and lawful fee protections. No party guarantees continuous work or availability. Worker withdrawal cannot justify a prohibited fee.

11 Confidentiality data and intellectual property

11.1 Each party must protect the other's non-public commercial information and Applicant, Worker and payroll data. Disclosure is permitted on a lawful need-to-know basis under equivalent duties, to advisers, insurers, approved suppliers or competent authorities. Public information and legally required disclosures are excluded.

11.2 Each party must comply with applicable UK data protection law, including UK GDPR and the Data Protection Act 2018 as amended. The parties normally act as independent controllers. Processing solely on another's instructions requires appropriate processor terms before it starts.

11.3 Data must have a lawful basis, be minimised, shared securely and retained for appropriate statutory or business periods. Special-category and criminal-record data require additional safeguards. Parties must give privacy information, restrict access and cooperate on rights requests, incidents and lawful HMRC enquiries.

11.4 A shared-data breach must be notified to the other without undue delay with sufficient details for compliance. Mandatory reports must not await the other's agreement. Payroll evidence should be redacted or access-restricted where compatible with proper verification.

11.5 Intellectual property created specifically for the Client during an Assignment is intended to belong to the Client, except pre-existing rights or agreed exclusions in the Form. Fusion will use reasonable endeavours to secure written assignments from the Worker or umbrella. Any necessary licence to retained material must be agreed. These Terms do not themselves assign rights owned by non-parties.

12 Liability and allocation of losses

12.1 Fusion will exercise reasonable care and skill in recruitment, checking and arranging supply. It does not warrant uninterrupted availability or a particular result. The Client is responsible for operational supervision and decisions. Liability follows applicable law and these Terms; statutory worker rights remain.

12.2 To the extent lawful and reasonable, Fusion excludes indirect or consequential loss and lost profit, revenue, business or goodwill. This does not exclude liability for failure to exercise reasonable care and skill in its express duties.

12.3 Neither party excludes liability for death or personal injury caused by negligence, fraud, fraudulent misrepresentation or other liability that cannot lawfully be excluded. No clause restricts HMRC recovery, regulatory enforcement or statutory AWR rights. Contractual limitations cannot cap tax authorities' statutory claims.

12 Indemnities and claims cooperation

12.4 The Client indemnifies Fusion for direct, reasonably incurred losses, liabilities and reasonable defence costs only to the extent caused by the Client's material breach, negligent or unlawful workplace conduct, inaccurate assignment or AWR information or unauthorised chain changes. This excludes Fusion's own breach or negligence and ordinary umbrella payroll default merely because the Client used umbrella supply.

12.5 Fusion must obtain appropriate contractual recovery rights against umbrellas for unpaid payroll liabilities, breached duties, misleading evidence and reasonable resulting costs, subject to law. Recovery depends on the supplier contract and solvency and is not guaranteed. It does not prevent HMRC pursuing a statutory relevant party.

12.6 An indemnity claimant must notify promptly, provide reasonable evidence, mitigate losses and allow reasonable participation in defence. A prejudicial admission or settlement requires consent, not unreasonably withheld. Recovery is limited to attributable loss without double recovery; penalties are recoverable only where lawful.

12.7 For an HMRC enquiry or demand, the parties must preserve and exchange evidence and cooperate with lawful enquiries, challenges and corrections. Each retains statutory deadlines. Contributions depend on law and proven contractual responsibility and do not delay payment required by HMRC.

13 Notices and general provisions

13.1 Notices must be written and sent to notified business email or registered or principal office. Hand delivery is received on delivery. Email sent before 5 pm on a Business Day without delivery failure is treated as received that day, otherwise next Business Day. First-class post is treated as received two Business Days after posting. This does not govern legal proceedings.

13.2 Unenforceable provisions are severed so far as legally possible. Delay or failure to enforce is not waiver. Third-party contractual rights under the Contracts (Rights of Third Parties) Act 1999 are excluded; statutory worker and authority rights remain.

13.3 Contractual obligations cannot be assigned without the other's written consent, not unreasonably withheld, except where law requires. Umbrella appointment remains subject to section 8 and does not transfer Fusion's client obligations.

13.4 These Terms are governed by England and Wales law with exclusive jurisdiction of its courts, preserving mandatory protections at the place of work. Counterparts and electronic signatures are permitted.

13.5 The parties must review affected arrangements when law changes and agree necessary lawful amendments. Mandatory law applies from its legal effective date. Future reforms must not be treated as operative before commencement.

14 Agreement and signatures

The signatories confirm authority to bind their organisations and acknowledge the separate PAYE and umbrella provisions, 2026 joint and several liability provisions, actual-days transfer scale, Extended Hire alternative and statutory charging limits. This draft requires solicitor review before client issue.

For Fusion Staffing Ltd

Signed for and on behalf of Fusion Staffing Ltd (company number 16100120), Unit 5, Kingsway Business Park, Oldfield Road, Hampton, Middlesex, TW12 2HD.

Company number where applicable _____

Registered or principal address _____

Authorised signatory name and position _____

Signature _____

Date _____

Business email for notices _____

For the Client

Legal company or organisation name _____

Company number where applicable _____

Registered or principal address _____

Authorised signatory name and position _____

Signature _____

Date _____

Business email for notices _____

Existing assignments and agreed variations

Worker and assignment reference _____

Effective date and clauses expressly varied _____

Each Assignment Details Form must be agreed before supply. Umbrella supply also requires approval and an enforceable supplier agreement. No sector-specific licence, insurance limit or commercial rate has been assumed.