**The draft of Read me.PDF link at ACR/CIR/PCR**

|  |  |
| --- | --- |
| Client name |  |
| Job Reference |  |
| Job Title |  |
| Skills/Experience in demand |  |
| Number of positions |  |
| Clearances required | RTW/SC/DV or other?? |
| Contract start date |  |
| Contract end date |  |
| Notice period | By us? By candidate? |
| Contract extensions? | Possible – None expected. |
| Working hours | XX hours/week 9-5 or what? |
|  |  |
| Client main location |  |
| Client additional location(s) |  |
| Candidate Work location | WFH/Swindon/Client/Hybrid? Or other!! |
| Day rate for candidate |  |
| Sub agency/Partner commission | XX% (It is a variable between 14-20% - depends on length of contract, consultancy overhead costs, candidate day rate and other factors |
| Inside IR35? |  |
| Expenses policy |  |
| Payment conditions | Approved timesheets by client or what? |
| Payment cycle | Weekly/monthly or what? |
| Payment terms | 30 days is our commitment with client but we aim to pay within 10 business days upon payment from client (refer payment conditions) |
| Payment mode | Online |
| Work advances | None |
| **ANY OTHER** | **PLEASE ADD** |