

Raphael Contracting Limited

Raphael House, 123 Roebuck Road, Chessington, Surrey, KT9 1EU

Chris Neale
156 Parkside Avenue,
Romford, Essex
MR1 HNP

20th of September 2019

Dear Mr. Chris,

Contract for Services

As required on a yearly basis, please find enclosed 2 copies of your **contract** for services which we would ask you to kindly sign and return to us. Whenever you supply your services to us it will be under the terms and conditions contained in that contract.

We have tried to make the contract as plain and straightforward as possible but if you are concerned about anything in it, do not hesitate to talk to me about it.

When you do sign the contract, you should be aware that under its terms you are not an employee. This means that you are not entitled to any of the employment rights such as the right to partake in the company's / firm's grievance procedure, the right to sick pay from us or the right to claim for unfair dismissal.

If you are unhappy about this, please come and talk to me. It may be possible to take you on as an employee if that is what you want.

Please remember that by signing the contract you will be legally bound by its terms and conditions. Therefore I would stress that you should read it through thoroughly before you sign it.

When you are happy with it, please sign both copies and return them to me as soon as possible. I will then sign both copies and return one to you for your own records. If at any time you find that you have lost your copy and you would like another one, please do not hesitate to ask.

For Raphael Contracting to be able to pay you for your services you must submit a sales invoice to head office by 9am every Tuesday for payment into your account on the Friday. We recommend that you submit sales invoices in the format of the enclosed template. If your invoice is lacking any of the information as shown on the template it will be returned and it may therefore miss that week's payment run.

We would ask for you to let us have the above back as soon as possible.

Yours sincerely



Martin O'Brien
Contracts Director

Raphael Contracting Limited

Raphael House, 123 Roebuck Road, Chessington, Surrey, KT9 1EU

SALES INVOICE

Date: 07/04/14

Invoice No: 33

FROM: Mr John Smith

TO: Raphael Contracting Ltd
Raphael House
123, Roebuck Road
Chessington
Surrey
KT9 1EU

To work carried out week ending (Sunday) :- 06/04/14

Work at (Site) :- Kings Cross

	<u>Hours</u>	<u>Total</u>	<u>Hourly Rate</u>	<u>Total</u>
Monday	0730-1700	9	£13.33	£119.97
Tuesday	0730-1700	9	£13.33	£119.97
Wednesday	0730-1700	9	£13.33	£119.97
Thursday	0730-1700	9	£13.33	£119.97
Friday	0730-1700	9	£13.33	£119.97
Saturday	0800-1300	5	£19.99	£99.95

Sunday N/A

TOTAL DUE

£699.80