

**AGREEMENT FOR THE PROVISION OF PAYROLL  
AND RELATED SERVICES**



between [client name] hereinafter referred to as "the Client"

and The CME Personnel Consultancy of 51 Rectory Grove, Leigh-on-Sea,  
Essex SS9 2HA hereinafter referred to as "the Consultancy".

1. The services to be provided by the Consultancy are –
  - 1.1 Processing of a [weekly/fortnightly/four-weekly, monthly] payroll;
  - 1.2 Supply of reports, payslips and P32;
  - 1.3 Processing leavers and joiners;
  - 1.4 Calculation of statutory payments;
  - 1.5 RTI filing;
  - 1.6 Production of P60s;
  - 1.7 Payroll help and advice;
  - 1.8 Re-runs (see schedule for details).
2. The first payroll of this agreement is to be processed in [state date]
3. Either party may terminate the agreement by giving the other party three months' written notice.
4. The client has a right to dispense with the services of the Consultancy without notice if there is an unexplainable failure to meet agreed deadlines or standards.
5. The Client will pay the Consultancy the fees which are given in the attached schedule which forms part of this agreement and is subject to annual review. All fees quoted in the summary are subject to VAT at the standard rate. Fees will be invoiced [state quarterly or monthly] and payment is due within 30 days.
6. The Consultancy reserves the right to charge interest, in accordance with the Late Payment Act 2002. The Consultancy also reserves the right to suspend the payroll service if there is an unauthorized late payment of fees.
7. Changes to the payroll are to be advised by the Client to the Consultancy [state how, when and by what method]. The payroll will be processed within [state timeframe] and reports sent to the Client [state method].

For and on behalf of  
**CLIENT NAME**

For and on behalf of  
**THE CME PERSONNEL  
CONSULTANCY LTD.**

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Name Caroline Elsey

Position with Company  
\_\_\_\_\_

Position with Company  
Managing Director

Date \_\_\_\_\_

Date

**[state client name] – Schedule of payroll charges effective from [state date]**

<b>Item</b>	<b>Charge</b>
[state payroll frequency] Payroll	[state fee] for up to [stateno.] employees
Additional Employees	[state fee] per employee
Joiners and leavers	[state fee] per employee
Leavers processed outside pay run	[state fee] per instance
Client requested re-runs in excess of two occasions in a tax year	[state fee] per instance
P60s	[state fee per P60]

**All fees are subject to VAT at the standard rate and will be invoiced [state invoice frequency].**