**Schedule of Services – PERFORM**

This Schedule is effective from the commencement date. It gives details of your advised service requirements. Services provided under this Schedule may be time-based or fixed fee, as indicated below. If service requirements change, this Schedule will be replaced with a new version agreed with you.

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| **Client organisation name:** |       |
| **Client organisation address:**  |       |
|  |  |
| **Description of time-based services to be provided:**  |       |
| **Detail of time-based services to be provided:**  |       |
| **Commencement date:** |       |
| **Expected duration:**  |       |
| **Number of days / hours:**  |       |
| **Fees:** | **£ XX per day / hour + VAT** |
| **Inclusive or exclusive of expenses:**  |       |
|  |  |
| **Description of fixed fee services to be provided:**  |       |
| **Detail of fixed fee services to be provided:**  |       |
| **Commencement date:** |       |
| **Expected duration:**  |       |
| **Fees:** | **£ XXX + VAT** |
| **Inclusive or exclusive of expenses:**  |       |
|  |  |
| **Travel time - no of hours:**  |       |
| **Fees:** |       |
|  |  |
| **Name and role of lead person/sponsor in client organisation:** |       |
| **Lead person/sponsor email:**  |       |
| **Lead person/sponsor telephone number:**  |       |
| **Names/positions for any other client personnel authorised to instruct Roots HR and to make changes to the work, including contact email and telephone details:** |       |

Before any work can be undertaken on your behalf, you are requested to confirm acceptance of this Contract by signing and returning this Schedule. You should retain a copy for your own records.

**The following terms apply to all activities delivered as part of our PERFORM consultancy and project management Service, and should be read in conjunction with our standard Terms and Conditions.**

1. You commit to purchase, and Roots HR agrees to supply, an agreed number of days or hours for the delivery of project services as per the Schedule.
2. Usage of time-based services is recorded on a timesheet in multiples of 15 minutes and submitted upon request.
3. Our standard payment terms for PERFORM Services are:
4. For work of 3 days (24 hours) duration or under:
	1. 100% payable upon commencement of works
5. For work of over 3 days (24 hours duration):
	1. 25% payable upon order
	2. 50% payable upon commencement of works
	3. 25% payable upon completion.

This charging structure may be varied by mutual agreement to reflect milestone payments or other features of the project as appropriate.

1. An adjustment for under-use or agreed additional hours for time-based services will be made in the final invoice. Unused time-based hours may also, with your agreement, be transferred to other projects or Services.
2. Often, the Service will be delivered on-site or face-to-face. In these cases, the Service is provided on a minimum half day (four hours) basis or where time is used over four hours, a full day (eight hours) basis. Where a full day is used, we will absorb the cost of the travel time unless otherwise agreed. Where time used is a half a day, travel time will either be agreed with you at 50% of your current hourly rate or a full day charged, whichever is the lower cost. We will in every case advise you of these charges in advance of incurring them.
3. On occasions when work is delivered on site or face to face, travel and other expenses will also be incurred. Again those anticipated will be advised to you in advance. Expenses, where agreed and incurred, will be billed at the end of the month in which they were used, payment due within seven days.
4. Where a fixed fee covers the performance of this Service as outlined in the Schedule for an agreed remuneration, any reasonable additional time incurred by Roots HR in the performance of the fixed fee component of the Contract shall be borne by Roots HR.
5. Where changes to the original project Schedule are identified as required by either party, we will agree these in writing in advance and if there is a higher cost implication, advise you of this and gain your written agreement to this before going ahead. For the avoidance of doubt, such variances may be made by email and do not require a revised Schedule to be issued. Where the changes mean the cost will be reduced, we will amend your final invoice to reflect this.
6. We understand that circumstances can change and that project plans may need to be changed, adapted, put on hold or stopped. We will work with you as flexibly as possible to achieve the desired outcome for your organisation.
7. Where work under a project Schedule is put on hold or terminated, we reserve the right to retain any prepayment received in respect of the Schedule or to invoice for all work undertaken to that point in respect of the Schedule and for any expenses incurred in the process.

***In signing this Schedule, you understand that you are entering into a legally binding Contract. You confirm that you are authorised to do so by your organisation and that you have read, understood and agree to our standard Terms and Conditions and the additional ones in this document.***

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| **Signed on behalf of Roots HR:**  |  |
| **Dated:** |  |
| **Signed on behalf of Client organisation:**  |  |
| **Print Name:**  |  |
| **Job Title:** |  |
| **Dated:** |  |