**Terms and Conditions**

1. At Starz Agency Ltd, all payments should be received within 21 days of invoice.
2. Maximum credit limit within 21 days is £50 and reserve the right to demand payment if this period is exceeded.
3. Charge rates, terms and conditions are renewed annually in the month of April in line with any legislative charges and/or at the anniversary of the contract.
4. All day shifts commence at 08.00 to 20.00 and night shift assignments start at 20:00 and finish at 08:00 unless agreed with client otherwise.
5. We can vary the conditions of trade credit depending on how your account is run.
6. These terms together with our standard terms of engagement contain the entire agreement between the parties unless otherwise agreed in writing by a Partner or Director of the company, their terms prevail over any other terms of business or purchase conditions put forward by the client.
7. All above rates quoted by Starz Agency Ltd are fully inclusive of staff pay and agency commission except where AWR applies. The client agrees to pay such hourly or daily charges shall be notified and agreed with the client. The hourly charges are calculated according to the hours worked by the temporary worker and comprise mainly the temporary worker’s pay but also include the employer business commission. Any statutory contribution where applicable such as ENIC, working time directive and any travel, or expense as may have been agreed with the client.
8. Where VAT is charged, this will be at the prevailing rate. We reserve the right to recover additional VAT on an invoice even when it has been paid by the client where new guidance or legislation is issued by HMRC pertaining to a change in VAT status or application. in cases where VAT is repayable back to the client, this will in turn be repaid upon receipt from HMRC.
9. Public holiday rates apply to all statutory public holidays.
10. Christmas and New Year and calculated at double the rate and other bank holiday are calculated at time and half of charge rate.
11. If a client employs a carer from Starz Agency staff, an introductory fee will be charged.
12. After a candidate has been by the client for 12 weeks AWR legislation applies. As the charge will apply to stuff individually, this will be discussed prior to week 11 of each assignment in order to ensure appropriate implementations and compliance.