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**WORKING FOR THE  
COMPUTER FREELANCE PROFESSIONAL**

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**CUSTOM DATA LIMITED  
First Floor  
Hillside House  
2-6 Friern Park  
London N12 9BT**

**020 8446 1404**

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# COMPUTER CONTRACTING WITH CUSTOM DATA LIMITED

1. The Who, What, Why, When and Where.
2. How it works (or the Us, You and Them).
3. Charges for service.
4. Expense Claims.
5. Expense Claim form.
6. Invoice and payment.
7. Hardware and equipment purchases.
8. The Contract.
9. Other matters.
10. Application form.
11. And to summarise.....

# CUSTOM DATA LIMITED

## **WHO?**

**CUSTOM DATA LIMITED** are a specialist company, which only works in the Computer Contracting Industry. Our Managing Director is a Chartered Accountant specialising in the business of Computer Contractors.

## **WHAT?**

**CUSTOM DATA LIMITED** provides the services of an “Umbrella” organisation through which a Computer Consultant may obtain a contract without the need to form and operate his own limited company.

## **WHY?**

**CUSTOM DATA LIMITED** can provide a cost effective alternative to the “one man” Computer Contractor Limited Company.

The service removes the “hassle factor” of Computer Contracting. You avoid the audit, VAT, PAYE administration>Returns, Companies House Fees and Returns, Bookkeeping, Accountancy, etc.

## **WHEN?**

**CUSTOM DATA LIMITED** is immediately available – all you need to do is to secure a contract from your Agent.

## **WHERE?**

**CUSTOM DATA LIMITED** have offices at First Floor, Hillside House, 2-6 Friern Park, North Finchley, London N12 9BT.

We are open from 8.30am to 6.30pm Monday to Friday. Meetings can be arrange out of office hours by appointment.

# **CUSTOM DATA LIMITED**

## *How it works or The Us, You and Them*

### **US**

We will:

- a) Employ you on a Schedule E basis and pay you a salary based on your income generated through your agent.
- b) Deal with all company administration and account to you for all monies received for your work.
- c) Sign the Contract with the Agency/Client.

### **YOU**

You will:

- a) Work for us on a Schedule E basis. You will **NOT** be a director of the company.
- b) Receive salary in direct proportion to the fees received by us from the Agent. We will also pay you your expenses on the contract (see pages 4 and 5). Forget about company formation, bookkeeping, VAT, Companies House, Accounts and Audit.

### ***THEM (THE AGENT OR DIRECT CLIENT)***

They will:

- a) Pay fees to us based on the agreed terms and conditions of the Contract.
- b) Sign a Contract with us on terms and conditions initially agreed by you and ratified by us.
- c) Pay fees to us on terms and conditions initially agreed by you and ratified by us.

# **CUSTOM DATA LIMITED**

*Charges for Service*

You are paid a salary and expenses based on the amount of income generated for your services.

Basic charge (based on 1 payslip per month)

Rates from 2%  
of invoice

Additional payment during month

£9.00 per payment

# **CUSTOM DATA LIMITED**

## *Expenses Claims*

You may claim expenses as an employee for costs which are “wholly, exclusively and necessarily” incurred in the company’s business of computer contracting. A monthly expense claim form will be provided for completion and must be return, together with all supporting receipts and vouchers. Reimbursements will then be made from your contract earnings *FREE OF TAX AND NATIONAL INSURANCE DEDUCTIONS*.

The Inland Revenue may claim that any “personal expenses” are assessable as a “Benefit in Kind”, which may be assessed on you personally at a later date.

# CUSTOM DATA LIMITED

## *Expenses Claim*

NAME:.....

MONTH:.....

£

Postage  
Computer Magazines  
Overtime Meals  
B&B/Hotel Charges  
Car park  
Care Hire  
Mileage  
Air Tickets  
Use of Home as Office

% Claim

Total Cost  
£

Net Claim  
£

Telephone  
Electric  
Gas  
Other (specify)

\_\_\_\_\_  
\_\_\_\_\_

Professional Subscription  
Computer Maintenance  
Software  
Other (specify)

\_\_\_\_\_  
\_\_\_\_\_

I enclose supporting vouchers in support of the above claim and confirm that all costs claimed are wholly, exclusively and necessarily incurred in connection with my employment.

Signed.....

# **CUSTOM DATA LIMITED**

## *Invoice and Payment*

1. You are required to keep a timesheet. This may be on the Agent's standard form if supplied. Copies must be posted to us and to the Agent in support of each demand for payment.
2. On receipt of your timesheet, we will generate our invoice for your time and post it by first class post to the Agency.
3. You are responsible for completing your monthly expense claim which should be posted to our offices for arrival on the last day of the month. You **MUST** attach supporting vouchers. We cannot pay expenses without supporting vouchers.
1. We will send you a statement on a monthly basis of income, expenses and salary and we will send your money directly to your bank account by electronic transfer.

# CUSTOM DATA LIMITED

## *Hardware and Equipment Purchases*

You may purchase computer hardware and equipment through our company in a tax efficient manner. Please let us have details of your proposed purchase **BEFORE** you buy in order that we can approve the purchase.

# CUSTOM DATA LIMITED

## *Terms and conditions of services to Computer Freelances*

1. **CUSTOM DATA LIMITED** (the employer) will employ the CONSULTANT as a Schedule E employee.
2. **CUSTOM DATA LIMITED** will pay the CONSULTANT a salary each month, together with all expenses payments directly related to his employment with **CUSTOM DATA LIMITED**.
3. **CUSTOM DATA LIMITED** will in no circumstances pay the CONSULTANT any amount in excess of specific income directly generated by the CONSULTANT and received by **CUSTOM DATA LIMITED**.
4. **CUSTOM DATA LIMITED** will not pay for sickness, statutory holiday or any other non-revenue generating periods. Where such sums are claimed, the CONSULTANT understands that deductions of similar amounts will be made from the CONSULTANTS salary and other income payable.
5. **CUSTOM DATA LIMITED** requires the CONSULTANT to work in accordance with any agreement by **CUSTOM DATA LIMITED** and any third party (Agency or Direct Contracting Company) in anticipation of the CONSULTANT's services and agreed by the CONSULTANT at the commencement of the contract.
6. **CUSTOM DATA LIMITED** will not exercise any direct control over the CONSULTANT's services.
7. THE CONSULTANT will in no circumstances have recourse to **CUSTOM DATA LIMITED** to an employee grievance procedure with **CUSTOM DATA LIMITED**.
8. THE CONSULTANT will not be entitled to any paid holiday from **CUSTOM DATA LIMITED**. For the avoidance of doubt, the CONSULTANT understands and accepts that the hourly rate paid for his services includes an allowance for all entitlements to accrued holiday, statutory holiday, sick leave and all other entitlements whatsoever.
9. THE CONSULTANT indemnify **CUSTOM DATA LIMITED** against all claims and losses arising as a result of any action by the CONSULTANT.
10. THE CONSULTANT agrees to pay **CUSTOM DATA LIMITED** all charges as specified in the Schedules of Charges provided.
11. **CUSTOM DATA LIMITED** reserves the right to change it's scale of charges and mode of service.
12. **CUSTOM DATA LIMITED** will in no event be liable for any loss by THE CONSULTANT.

- 13. THE CONSULTANT agrees not to divulge or use any confidential information concerning the business of the CLIENT, AGENT or END USER of the CONSULTANT's service. Upon termination of the contract THE CONSULTANT will return all documents and property belonging to the client to the client's office.
- 14. THE CONSULTANT agrees to waive all rights under the Working Time Regulations to have working time limited to an average of 48 hours per week over a consecutive 17 week period, the first of which will commence on the date this contract is signed. THE CONSULTANT further agrees that if this consent is to be withdrawn, the CONSULTANT will give **CUSTOM DATA LIMITED** three months' written notice of the withdrawal of consent.
- 15. This Contract may be terminated by either party giving one month's notice in writing. However, where **CUSTOM DATA LIMITED** is bound by a notice period longer or shorter than one month in its Contract for the CONSULTANT's services with the Agency, then this notice period shall prevail.
- 16. Where the contract between **CUSTOM DATA LIMITED** is terminated without notice by the Agency due to misconduct or by way of disciplinary action by the Agency, then **CUSTOM DATA LIMITED** retains the right to terminate this Contract without notice.
- 17. **CUSTOM DATA LIMITED** reserves the right to place a substitute employee at any time that the Consultant is not available to work on the business of any client, agent or end user on which he is assigned.

**CONDITIONS NOTED AND AGREED**

Signed.....

Consultant

Name.....

Date.....

# CUSTOM DATA LIMITED

## *Other Matters*

**(a) *PERMANENT HEALTH SCHEME***

Insurance cover can be arranged to cover your total salary in the event of your sickness. Full details and Quotations will be provided on request.

**(b) *PENSION SCHEME***

As our employee you will qualify to become a member of our Company Pension Scheme. Full details will be provided on request.

# CUSTOM DATA LIMITED

## *Application Form*

Full Name:

Address:

Telephone:

Work:

Home:

Mobile:

Email Address:

Nationality

(If you do not hold a British passport, please provide documentary evidence of your entitlement to work in the UK).

Name and address of Agency

Contract start/finish date

Rate per hour/week £

Work Country

P45 attached/will follow/not available

P46 completed

NI Number

Date of Birth

Where did you hear about CUSTOM DATA LIMITED?

Details of personal bank account which is to receive your income

SELF

SPOUSE

Bank Name:

Bank Address:

Sort Code:

Account Title:

Account Number:

Signed.....

Date.....

# **CUSTOM DATA LIMITED**

## **AND TO SUMMARISE.....**

1. You secure a contract with your agent.
2. You complete our application form.
3. We sign contracts with you and your agent.
4. You start work.
5. Every month – YOU:
  - (a) Submit your timesheet to the agent with a copy to us.
  - (b) Submit your expenses sheet to us.
6. Every month – YOUR AGENT:
  - (a) Receives your timesheet and our invoice.
  - (b) Pays us at agreed rate.
7. Every month – CUSTOM DATA LIMITED:
  - (a) Pays you a salary.
  - (b) Pays you your expenses.

**CUSTOM DATA LIMITED**  
***THE SIMPLE ALTERNATIVE***

# CUSTOM DATA LIMITED

## *Bank Details*

Bank:	Bank of Scotland
Address:	600 Gorgie Road Edinburgh EH11 3XP
Sort Code:	12-20-29
Account Number:	06070188
Account Name	CUSTOM DATA LIMITED