



BRITISH CHAUFFEURS GUILD Ltd



13 Stonecot Hill, Sutton, Surrey, SM3 9HB

Telephone: 020 8641 1740 Fax: 020 8644 1945

E-mail: bcg.london@btconnect.com

www.britishchauffeursguild.co.uk

TEMPORARY CHAUFFEUR SERVICES

All temporary booking(s) are confirmed by email, fax and or telephone, prior to the booking date (first day if multiple days are required) when a Chauffeur is required. All bookings must be made direct with the British Chauffeurs Guild and **NOT with the Chauffeurs directly.**

Please note that all BCG Chauffeurs are all under signed covenant not to accept any work if approached directly and we do not guarantee the replacement of any Chauffeur due to illness or a 'no show' that was booked directly without the knowledge of this Agency.

MINIMUM HIRING PERIOD : 6 Hours per day + Chauffeurs Daily travel allowance + Agency Daily Handling Charge

AGENCY DAILY HANDLING CHARGE (Per Chauffeur) £ 24.00 per day + VAT

**CHAUFFEURS HOURLY CHARGE TO CLIENTS:
(Monday to Sunday Flat Rate throughout) £ 12.00 per hour**

BANK HOLIDAYS (Midnight – Midnight) £ 18.00 per hour

CHAUFFEURS DAILY TRAVEL ALLOWANCE (Per Day) £ 12.00 per day

CANCELLATION CHARGES RE TEMPORARY BOOKINGS (Please read)

An Agency fee of £24.00 plus VAT and a £40.00 charge per chauffeur will be made on a Temporary booking which is *cancelled with less than 72hrs* notice being given to this Agency from the intended starting time on the first day of any booking, applicable once the appointed chauffeur's details have been confirmed by email, fax and or telephone.

If a temporary booking is cancelled with less than **12hrs** notice being received from the intended starting time on the first day of any booking, a minimum hire charge of an Agency fee of £24.00 plus VAT and a £60.00 minimum charge per chauffeur will be made.

In the unlikely event of the Agency not being able to provide an alternative Chauffeur for any reason to the one previously nominated and confirmed, a credit of £24.00 + VAT will be applied to the Client's account against any future booking(s) as a gesture of goodwill.

INSURANCE COVER (Temporary Bookings)

It is the responsibility of the client or individual who is hiring the Chauffeur to ensure that the appointed Chauffeur is covered at least as a named driver on the vehicle to be driven with the clients own insurance broker at the client(s) or individual(s) cost, if any.

Class 2 Business use is an insurance clause which can be added or is included in most existing policies.

All Chauffeurs require their time sheet to be signed accepting that Insurance has been arranged for all temporary bookings.

OVERNIGHT STAY (Stand Down – Start)

Chauffeurs non working hours

£ 6.00 per hour

PERMANENT PLACEMENT

Permanent placement fee is 15% of basic salary plus V.A.T.

NO PLACEMENT – NO FEE BASIS (Please review separate terms)

ACCOUNTS / METHOD OF PAYMENT

All Chauffeurs on our register are personally interviewed at this office and their self employed status confirmed. On a weekly basis you will receive two invoices, one from the Chauffeur which will contain hours worked and amount due, ***this must be paid direct to the Chauffeur at the address on the invoice or by BACS.*** You will receive by post, email or fax a paid invoice from the Guild for the Daily Agency fees which will be paid against the pre-registered Credit / Debit card held on file unless your account is settled upon receipt of our invoice and paid by BACS or cheque within our 7 day payment term.



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TERMS OF TRADING

TEMPORARY POSITIONS : I / WE UNDERTAKE AND ACCEPT THAT:

Any Chauffeur hired from British Chauffeurs Guild (Midlands) Ltd, is provided on a temporary basis only. The Agency reserves the right to remove or replace the same for any reason on giving notice to the hirer of 24 hours minimum. Chauffeurs remain within the jurisdiction of the Agency throughout the hire period and should they be offered any permanent or short term employment by the hirer, or any third person associated with or introduced by the hirer during the hiring, the matter must be reported to the Agency by both the hirer and the Chauffeur concerned so that the appropriate charges may be levied.

INDEMNITY:

I / We warrant that I / WE have requested British Chauffeurs Guild (Midlands) Ltd, to supply Chauffeur personnel to drive my / our car(s). I / We therefore certify that the car(s) is / are insured against all third party risks as the minimum requirement by Law whilst being so driven. I / We also agree to indemnify the Agency and the appointed Chauffeur concerned against all costs or claims and any damage to my / our car(s), however arising and of whatever nature occasioned through any cause in connection with the driving of the above car(s) and on all future occasions that a hiring contract is entered between the Hirer and the Agency after the initial service of this important notice.

FUTURE RE-EMPLOYMENT:

Notwithstanding the above terms and conditions, in a case where :-

A Chauffeur having been employed on a temporary or permanent basis, is dismissed, resigns his / her position or has completed the hiring period and a subsequent re-employment of the same person is being considered by the same client, or as the result of that employment the Chauffeur is being recommended to any third party associated or introduced by the same original hire / employer, it will be the duty of both the Chauffeur and the hirer / employer to report the matter to the Agency so that any permanent / temporary charges liable may be raised and levied.

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RETURN OF PLACEMENT FEE RELATING TO 'PERMANENT POSITIONS':-

In the event of the selected candidate leaving the position and as from the actual start date of Employment, the following refunds will be applied:

WEEKS 1 – 4 (40% Refund or Free Replacement)

WEEKS 5 – 8 (20% Refund or Free Replacement)

WEEKS 9 – 12 (10% Refund ONLY)

The above free replacements will apply once only for the duration of the remaining guarantee period.

THE ABOVE WILL NOT APPLY:- If the placement fee concerned is **NOT PAID** within the seven (7) day Terms of Trading unless authority has been obtained from this office as detailed within the agreed and pre-signed General Terms & Conditions.