

BODI MORSE
Personal Assistant

Contact Details:

Address: 8 Marine drive, Seaford, BN252RS

Phone Number: 07887364259

Email Address: bodi@bodimorse.uk

Contract

Client

Name:

.

Client

Address:

...

.....

.....

Contact

Numbers:

...

Service(s)

required:

.....

Hours/ times per week:

.....

Hourly Charges:

Start Date:

Mileage:

Total charge:

Does the client wish to be invoiced? Yes / No

Provided with a receipt? Yes / No

How does the client wish to pay?

By: cash/cheque/ bank transfer Weekly/Monthly

Key(s) Held? Yes / No **Key Safe Used?** Yes / No

If Lifeline is in situ, does the client require them to contact me? Yes / No

In the event of Bodi Morse being unexpectedly ill, or unable to attend Bodi Morse due to unforeseen circumstances etc, is there someone that needs to be contacted?

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- A complaint handling policy is attached.
- I comply with the Support with Confidence Code of Conduct, which can be found at <http://www.eastsussex.gov.uk/business/eastsussex/supportwithconfidence/codeofconduct.htm> or I can provide you with a copy on request.
- All businesses are required to inform their consumers of approved ADR bodies for the purposes of the Alternative Dispute Resolution for Consumer Disputes (Competent Authorities and Information) Regulations 2015. These can be found at <https://www.businesscompanion.info/en/quick-guides/consumer-contracts/alternative-dispute-resolution>
- In the event of an unresolved dispute, I would be happy to consider any Approved Alternative Disputes Resolution body appropriate to the provision of Personnel Assistant Service.

Client Signature.....

Provider Signature.....

Date.....