

## CONTRACT DRAFTING APPLICATION FORM

### 1. Your Limited Company Details

**COMPANY NAME**

**Registered Office**

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**Postcode**

**Incorporation No:**

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### 2. Personal Details

**Title (Dr. Mr. Mrs. Etc)**

**Surname**

**Forename(s)**

**Previous Name (if applicable)**

**Preferred Name**

**Residential Address**

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**Postcode**

**Home Phone No:**

**Mobile Phone No:**

**e-mail address**

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### 3. About the Engagement

**Client**

**Client Address**

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**Postcode**

**Incorporation No:**

**Commencement Date:**

**Completion Date:**

**Hourly/Daily Rate**

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### **3. About the Engagement - continued**

**Nature of the services to be provided** (please give a detail description where possible)

**Any other requirements/special conditions etc**

**Please complete in full and send back via one of the following:**

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- Fax back to **01582 666507**
- Print out and send by post to:

**Legal-E** Shire Court, West Street, Dunstable, Bedfordshire LU6 1NX

**NOTE:**

The contract will be drafted on the basis of the above information and will be initially self-employed in nature and will not be subject to the IR35 Regulations so far as the contract is concerned. Please take very careful note, however, that when considering any engagement it is both the contract and the working practices that will be considered. If therefore, your working practises do not accurately reflect the terms and conditions set out in the contract there maybe a risk that the engagement as a whole could be considered as being subject to IR35.

If you have any questions at all arising from the terms and conditions of the draft contract, please contact us so that we can discuss the implications and advise accordingly.