

## **Key Information Document**

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information can be found at [www.liquidfriday.co.uk](http://www.liquidfriday.co.uk).

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### **GENERAL INFORMATION**

|                                                             |                               |
|-------------------------------------------------------------|-------------------------------|
| <b>Your name:</b>                                           | <b>AGENCY TO COMPLETE</b>     |
| <b>Name of employment business:</b>                         | <b>AGENCY TO COMPLETE</b>     |
| <b>Name of umbrella company:</b>                            | <b>Liquid Friday Limited</b>  |
| <b>Your employer:</b>                                       | Liquid Friday Limited         |
| <b>Type of contract you will be engaged under:</b>          | <b>Contract of Employment</b> |
| <b>Who will be responsible for paying you:</b>              | Liquid Friday Limited         |
| <b>How often the umbrella company and you will be paid:</b> | Weekly                        |

### **INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION**

You are being paid through an umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below.

|                                                                                                                                 |                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of umbrella company:</b>                                                                                                | Liquid Friday Ltd.                                                                                                                                  |
| <b>Any business connection between the umbrella company, the employment business and the person responsible for paying you:</b> | None                                                                                                                                                |
| <b>Minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>                                   | £##.## if you are 21 and over.<br>£##.## if you are between 18 and 20.<br>£##.## if you are under 18.                                               |
| <b>Deductions from umbrella income required by law:</b>                                                                         | Apprenticeship Levy<br><br>Employers National Insurance (NIERS)<br><br>Company Employer pension contribution<br>Company Profit Margin (Maximum £##) |
| <b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>                                | Holiday Pay<br><br>Employer Holiday Cost<br><br>Employee pension contribution                                                                       |

|                                                                                                           |                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum rate of pay to you:</b>                                                                        | £12.21 if you are 21 and over<br>£10.00 if you are 18 to 20.<br>£7.55 if you are under 18.                                                                                                                    |
| <b>Deductions from your wage required by law:</b>                                                         | Employees National Insurance Contribution<br>Income Tax                                                                                                                                                       |
| <b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated:</b> | None                                                                                                                                                                                                          |
| <b>Any fees for goods or services:</b>                                                                    | Service Bundle: £4.20 ( <i>Essential</i> ) or £7.80 ( <i>Pro</i> )                                                                                                                                            |
| <b>Holiday entitlement and pay:</b>                                                                       | 28 Days per annum, inclusive of bank holidays, pro rata accordingly, to be paid as leave taken.                                                                                                               |
| <b>Additional benefits:</b>                                                                               | Access to Liquid Rewards, an exclusive shopping platform for Liquid Friday Employees, allowing you to save money online, in-store and via your mobile. ( <i>Only for Essential &amp; Pro Service Bundle</i> ) |
| <b>Any Opt-out agreements under Regulation 32</b>                                                         | Yes (when applicable)                                                                                                                                                                                         |

#### EXAMPLE PAY

|                                                                                  | <b>Intermediary or umbrella fees</b>                                                                                                                                                                                                                                               | <b>Worker fees</b>                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Example gross rate of pay to umbrella company from us:</b>                    | £###.## (£###.## per hour/day for ## hours/days a week)                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                |
| <b>Deductions from intermediary or umbrella income required by law:</b>          | <b>Apprenticeship Levy</b> <ul style="list-style-type: none"> <li>• £###.##</li> </ul> <b>Employers National Insurance (NIERS)</b> <ul style="list-style-type: none"> <li>• £###.##</li> </ul> <b>Employer Pension</b> <ul style="list-style-type: none"> <li>• £###.##</li> </ul> |                                                                                                                                                                                                                                                                                |
| <b>Any other deductions or costs taken from intermediary or umbrella income:</b> | <b>Company Profit Margin</b> <ul style="list-style-type: none"> <li>• £###</li> </ul> <b>Holiday pay</b> <ul style="list-style-type: none"> <li>• £###.##</li> </ul> <b>Employer Holiday Cost</b> <ul style="list-style-type: none"> <li>• £###.##</li> </ul>                      |                                                                                                                                                                                                                                                                                |
| <b>Example rate of pay to you:</b>                                               |                                                                                                                                                                                                                                                                                    | £###.## (£###.## minus all employer's deductions)                                                                                                                                                                                                                              |
| <b>Deductions from your pay required by law:</b>                                 |                                                                                                                                                                                                                                                                                    | <b>Employees National Insurance Contribution</b> <ul style="list-style-type: none"> <li>• £###.##</li> </ul> <b>Income Tax</b> <ul style="list-style-type: none"> <li>• £###.##</li> </ul> <b>Employee Pension</b> <ul style="list-style-type: none"> <li>• £###.##</li> </ul> |
| <b>Any other deductions or costs taken from your pay:</b>                        |                                                                                                                                                                                                                                                                                    | None                                                                                                                                                                                                                                                                           |
| <b>Any fees for goods or services:</b>                                           |                                                                                                                                                                                                                                                                                    | None                                                                                                                                                                                                                                                                           |
| <b>Example net take home pay:</b>                                                |                                                                                                                                                                                                                                                                                    | £###.## (£###.## Including Holiday Pay.                                                                                                                                                                                                                                        |

