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Redundancy notice letter template—free download

[Employee name]

[Business address]

[Date]

Dear [employee name],

After our meeting on the [date], I regretfully have to inform you that your contract of employment with us is termination. The business has had to take this step, but it does not reflect your performance in this role.

However, due to [explain the reason], it is a necessity for the future of the business. As such, the terms of your redundancy are as follows:

- [State clearly the details of the notice period they must work and the redundancy settlement you have.]
- [State what you require back from your employee, such as a uniform, computer equipment, documentation, a company car etc.]
- [Confirm the final day for the employee, and whether there's a requirement to service their notice period.]
- [Confirm any remaining holiday pay that the employee will receive for untaken annual leave.]

You have the right to appeal this decision. If you would like to take this course of action, please confirm this in writing to your line manager.
I would like to thank you again for your contributions towards the business' success during your time with us.

Everyone at [company name] wishes you all the best for the future. If you require a reference, please contact your line manager and I can provide this for you.

Yours sincerely,

[Name and position]

[Signature]

Peninsula Business Services Limited

REMODELING CONTRACT

This Contract entered into this **1st** day of **January, 1999** by and between **John and Jane Sample**, referred to as the "Owner" and **Criner Remodeling** hereinafter referred to as the "Contractor." For the consideration hereafter set forth, the Owner and Contractor agree as follows:

Scope of Work: The Contractor agrees to furnish all necessary supervision; to order all materials, tools, equipment and supplies; and to employ all subcontractors necessary to complete the improvements described in the Contract Documents to property currently owned by Owner located at:

**100 Anywhere Drive
Yorktown, VA**

Phone:**000-0000**

Contract Documents: The following listed documents are a part of this agreement:
(a) Terms and conditions contained herein.

(b) Specification List dated:**January 1, 1999**

(c)

(d)

Contract Sum and Payments: The Owner agrees to pay to the Contractor the sum of **\$20,000.00 Dollars (\$Twenty Thousand Dollars)** for the work to be performed under this contract payable as follows:

1. \$6,000.00 Due at start of job.
2. \$6,000.00 Due at start of plumbing.
3. \$6,000.00 Due at start sheetrock.
4. \$1,000.00 Due at 95% completion.
5. \$1,000.00 Due at completion.

Owner's failure to make prompt payments will cause a financial hardship on the Contractor, it is necessary to impose a finance charge if payments are not promptly made. Accordingly, Owner agrees to pay a finance charge on amounts not paid within 30 days based on the following periodic rates: one and one-half percent (1.5%) per month on the unpaid adjusted balance. (Adjusted balance means previous balance less payments received at the time for the monthly billing). One and one-half percent (1.5%) per month is an annual percentage rate of eighteen percent (18%).

Commencement, Completion, and Acceptance: Provided all necessary materials are available, a building permit can be obtained and the Owner has complied in full with the terms of this Contract, the Contractor shall commence construction on or before _____. The estimated completion date is _____. Owner acknowledges that this completion date is an estimate only and that Contractor shall not be responsible for delays caused by factors unknown or undisclosed to Contractor and any factors listed in paragraph 17 of this Contract. Contractor will provide a revised completion date if such factors are encountered. Contractor shall comply with all requirements of such permits. Contractor shall not be responsible for obtaining any variances should such variances be required to obtain a building permit.

Warranty: Contractor agrees to provide the warranty provided for in paragraph 24 at no cost to the Owner; provided, however, that the cost of the warranty call-backs for work performed by contractors or subcontractors not employed by or contracted for by Contractor shall be paid by Owner and performance of work by contractors or subcontractors not employed by or contracted for by Contractor shall void the warranty of the Contractor for the portion of the improvements on which such work is performed.

Addition Terms and Conditions: Owner and Contractor acknowledge and agree to be bound by the Terms and conditions in paragraphs 1-27 in part II.

ACCEPTANCE:

CRINER Remodeling

Robert T. Criner, President

Date: _____, _____

Class A Contractor
License# 24130 – Expires 11/30/2011

INFORMATION EXCHANGE AGREEMENT
BETWEEN
THE SOCIAL SECURITY ADMINISTRATION (SSA)
AND
THE [NAME OF STATE AGENCY] (STATE AGENCY)

A. PURPOSE: The purpose of this Information Exchange Agreement (“IEA”) is to establish terms, conditions, and safeguards under which SSA will disclose to the State Agency certain information, records, or data (herein “data”) to assist the State Agency in administering certain federally funded, state-administered benefit programs (including state-funded state supplementary payment programs under Title XVI of the Social Security Act) identified in this IEA. By entering into this IEA, the State Agency agrees to comply with:

- the terms and conditions set forth in the Computer Matching and Privacy Protection Act Agreement (“CMPPA Agreement”) attached as **Attachment 1**, governing the State Agency’s use of the data disclosed from SSA’s Privacy Act System of Records; and
- all other terms and conditions set forth in this IEA.

B. PROGRAMS AND DATA EXCHANGE SYSTEMS: (1) The State Agency will use the data received or accessed from SSA under this IEA for the purpose of administering the federally funded, state-administered programs identified in **Table 1** below. In **Table 1**, the State Agency has identified: (a) each federally funded, state-administered program that it administers; and (b) each SSA data exchange system to which the State Agency needs access in order to administer the identified program. The list of SSA’s data exchange systems is attached as **Attachment 2**:

TABLE 1

FEDERALLY FUNDED BENEFIT PROGRAMS	
Program	SSA Data Exchange System(s)
☐ Medicaid	<i>(Enter the acronym for one or more of SSA's data exchange systems listed in Attachment 2)</i>
☐ Temporary Assistance to Needy Families (TANF)	
☐ Supplemental Nutrition Assistance Program (SNAP- formerly Food Stamps)	
☐ Unemployment Compensation	
☐ State Child Support Agency	
☐ Low-Income Home Energy Assistance Program (LI-HEAP)	
☐ Workers Compensation	

CONTRACTOR RECEIPT

[Your Company Name]

[Your Company Name/Scope]

[Address 1]
[Address 2]
[City, State, Zip]
[Phone]
[Fax]

Date: __/__/__
Invoice #: _____

Our contracting services are guaranteed for period of time against material defects and labor. If you are not pleased with the service we provided, please contact us at [Phone] or [email].

Qty	Contract/Service Description	Price	Amount

Subtotal

Taxes

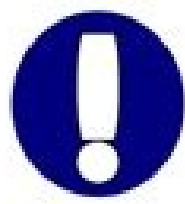
SERVICE PERSON SIGNATURE

Labor

Fees/Others

Total

CLIENT SIGNATURE



FIRE ACTION

ON DISCOVERING A FIRE

- Sound the alarm.
- Dial [redacted] to call the Fire Brigade.
- If possible, tackle the fire using the appliances provided. (Do not endanger yourself or others in doing so).

ON HEARING THE FIRE ALARM

- Leave the building by the nearest available exit. [redacted]
- Close all doors behind you.
- Report to person in charge of your assembly point at:- [redacted]



- Do not take risks.
Do not stop to collect personal belongings.
Do not use lifts.
Do not re-enter the building for any reason unless authorised to do so.

Write that it's for labor, including how much you charge for labor per hour, the number of hours the job will take. It also helps to remind them of the total cost and how they can pay for your services. Calculating the Total Costs The bottom of your invoice should have a total of all materials and labor together. When you list the materials, include the description of the materials, the quantity you'll need, the cost per piece, and the total amount of that material. You'll need to make sure you include: your contact info any license information for the licenses you hold a description of the work to be done the materials you'll use labor time spent on project you may want to include payment types you'll accept as well finally the total cost for your work All of this should be in a format that's easy for you to reference when needed and easy for the customers to read and understand. For an employer, using freelance professionals can be a smart way to cover busy periods or to buy in skills their regular team is lacking. The signatures of both parties Starting work for a client without a freelance contract in place might lead to misunderstandings which could result in lost payment or extra work. Freelance talent is flexible, and the company hiring them won't need to pay employment benefits like vacation or sick pay. Freelance workers are often in skilled professions, such as web designers, journalists, photographers, tradesmen or even actors. It's up to 19x cheaper than an alternative like PayPal. You'll also be able to cut your admin time with batch payments, Xero integration and automation with our powerful open API. Doing business in multiple currencies? You may want to write down when the total amount is due as well as the types of payments you accept so the customer has all of the information they need to pay you. It provides contract details of the tracking and by using a template will look more organize and kept in one file. Mention any specifics, not just the general type of job where possible. Having an agreed contract in place before starting work is important to make sure the freelancer and the employer have the same understanding of the scope of work, and how the freelancer will be paid. Add the taxes and subtract a deposit if applicable, then write down the final amount due. Your description should also be easy for the customer to understand so they know exactly what work was done. Some companies include the number of people working on a project to further justify their final price. A contract tracking template is just an Invoice Tracking Templates. You'll also want to include labor costs in the same way. You're going to love how easy it is to create an invoice to send to your customers. We can help. Use them when you create your freelance invoice, to get paid like a local from these major regions. You want to create an invoice you can be proud of and that your customers can easily read and understand. The freelancer may find their work is used without giving them credit, or even face penalties if they don't have the right documents to complete their tax return. Employers using freelance professionals without a contract in place also risk losses in terms of time, money and legal expenses. A freelance worker may need to file a 1099-MISC form with the IRS to report freelance earnings. While we've done our best to find useful contract templates for you, this isn't legal advice, and Wise cannot be held responsible for the content of external sites. And so they remain independent contractors - not employees - because they are free to work for several different businesses at once. Employing a freelance professional can be a smart way to bring skills into the team for short term work, without the costs of hiring a full time employee. Take professional tax advice to make sure you have all the paperwork you need prepared for filing. A contract will lay out the details of the work agreed, including the deadlines, key deliverables and the pay rate. Sets of samples found online under this Tracking Templates are free and ready to use for business purposes. You'll get your own local bank details for the US, UK, euro area, Australia, New Zealand or Poland. However, your babysitter, dog walker, or even the neighborhood kid who mows your lawn on a weekend is technically a freelance worker. Everybody loves seeing before/after photos. Alternatively, when using our contractor invoice templates the main sections have already been laid out for you. But generally a freelancer can be contracted by different businesses to complete project work, or to deliver specific services. The names of the two parties — The names and contact details of the two parties agreeing the contract. Scope of the project — Establish clear guidelines around the scope of the project, so that both parties have agreed on a set ending point for the project. Services that will be provided — The services the freelancer will provide the client in as much detail as possible, and how any changes or additions to the original project will be dealt with. Schedule and dates — Schedule and dates, covering milestones and deadlines for completion. Clarification of your legal relationship Compensation — Get paid with Wise — Set

clear payment terms so the freelancer gets paid on time.Termination – Should the termination clause will allow either parties to exit the agreement. You may refer to your invoices in the future, so the details will help you remember exactly what you did. If you're a freelancer you need a smart way to get paid, and easy access to your money without excessive fees. Hold 50+ different currencies, and move money between them at the mid-market exchange rate. Both parties will be able to avoid unnecessary misunderstandings, and tackle disagreements about how the work should be done before it starts. Use a freelance contract template when working as an independent contractor for another business. 17+ FREE CONTRACT Templates - Download Now Adobe PDF, Microsoft Word (DOC), Google Docs, Apple (MAC) Pages Employee Absence Tracking Template Downloadbusiness.govt.nzprocurement.vic.gov.aucontracttemplates.orgspb.sa.gov.auhpw.qld.gov.aubestpractices.ca.gov You may also like You need to fit a lot of info in your contractor invoice, but you need to have it included in an organized manner as well. The employer isn't obligated to pay for the independent contractors vacation time or sick leave, or even deal with their taxes - an independent contractor is not an employee. Set and clarify the terms of the job, and get paid into our smart new multi-currency business account.Use one of the downloadable free contract templates to create a simple contractor agreement covering your work as a freelancer. Use a common format like Microsoft Word, so it's easy for anybody to agree and sign. Put these photos side by side to increase the dramatical effect. It allows you to customize the sample chosen by editing and put your desired details about the contract. These contract templates are a great resource to get your freelance business up and running quickly, but if you need legal advice you should always consult a lawyer.A freelancer is a self employed worker. Finally, include a few photos of work done. Try Wise Business A freelance contract is a document that clarifies the terms of a job for which a company is hiring the contractor for. If you're an independent contractor or a company hiring one, you'll need to create a freelance contract for each job you take on. Description of Work, Materials, and Labor The description of the work to be done should be brief, but it should be detailed as well. The independent contractor can also write terms into the contract to protect themselves, such as charging a deposit for new customers, or using penalty fees for late payment. You're probably already taking a few photos for your own reference, your company Facebook/Yelp page. With a Wise Business account you can receive payments from all over the world – perfect if you work with international employers. The exact definition can vary depending on your country. This helps you keep track of your work for accounting purposes and enables your customers to easily see what they're getting for their money. These free samples are in Word, Excel or PDF format. If they want a physical invoice, you can use one of our printable invoice templates. When you use our invoice generator, you can make an invoice that includes all of this in an easy-to-read format for your clients. Due to this, hiring a freelancer can be cheaper for the company than recruiting, training and paying new employees.All that said, you'll want to prepare proper contracts for any freelance work, to avoid ambiguity. It's generally a good idea to include serial number or id numbers for materials used, in case you want to do a follow up job want to use the same materials. Send your freelance contract to your employer before starting any work for them. The contract protects both the freelancer and the business. A company employing independent contractors, will need to complete a 1099-MISC form if payments to individual contractors reach a threshold set by the IRS. Check out our invoice generator or our mobile app (iOS, Android) to make a contractor invoice that fits your business perfectly.

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