

**When do I submit my signed timesheet?**

Answer: On or before Friday of the week following the week worked.



**When do I get paid?**

Answer: The first payment is paid two weeks in arrears and then weekly thereafter.



**Is my contract with the client?**

Answer: No - your contract is with max20.



**If I leave the role where do I return items belonging to the client?**

Answer: Please advise max20 so we can make arrangements with the client



**How do I request a pay rise?**

Answer: max20 will need written justification before we can approach the client.



**Can I take holidays during a contract?**

Answer: Yes – please speak to max20 who will liaise with the client.



**Who do I call to report my absence from work?**

Answer: Let max20 and the client know immediately.



**Will my contract be extended?**

Answer: max20 will be taking this up with the client.



**To whom would I hand in my notice?**

Answer: This should be given to max20 and not the client. The length of your notice period to be worked is contained in your contract.

**max20's Contractor Charter**  
"Your Satisfaction Is Our Priority"

*If any of the above points are unclear, please call us on 0161 941 5026 and we will be delighted to provide clarification.*