

# Overarching agreement

Saving our agency partners time and money

**Getting new contractors set up with an umbrella agency can be a hassle. But by setting up one overarching agreement between Parasol and your agency, you can reduce the time and expense associated with getting contractors up and running on their assignments.**

At Parasol we will store your contracts on our Overarching Agreement System, so that each time you refer a contractor to us, all we need from you is a short e-mail with some basic details and we're good to go.

## How it works



If you have different contracts for different clients, it's not a problem as we can set up as many different versions as you need. And if you don't have your own contract template, we'll supply one at no additional cost.

## Why set up an overarching agreement?

- **Speeds up the registration process** – one e-mail and you're ready to go
- **Reduces paperwork** – our system will store all the contracts you need
- **Saves you time** – no more producing and processing documents for each individual
- **Reduces costs** – less printing and postage
- **Environmentally friendly** – less paper!

## The details we'll need from you

So, for each contractor you refer to us, all we'll need is an e-mail with specific assignment details:

- |  |                            |
|--|----------------------------|
| • <b>Name of contractor</b>            | • <b>Rates</b>             |
| • <b>Name of agency</b>                | • <b>Notice period</b>     |
| • <b>Client name and address</b>       | • <b>Invoice frequency</b> |
| • <b>Role</b>                          | • <b>Hours of work</b>     |
| • <b>Assignment start and end date</b> |                            |

**To get set up either contact your account manager or get in touch with our agency support team on 01925 644 860.**