

Time Reservation Schedule

This agreement is entered into between the following parties and is in addition to any Terms of Business Agreement:

- [Supplier Name] ('the Supplier') of [Supplier address], and;
- [Client Name] ('the Client'), [Client registration details and address].

It is understood and agreed that:

1. The commencement date for this Schedule is [date].
2. The Supplier will reserve [number] hours each month to provide consultancy services to the Client.
3. Time reserved will be spread evenly throughout the month, i.e. [number / 4.333] hours per week.
4. Time reserved will be charged for regardless of workload, and it is the responsibility of the Client to ensure that sufficient tasks are available. Unused time cannot be carried over to future months.
5. The fee for this service is £[hours x hourly rate] per month.
6. The fee for each month will be invoiced to the Client on the last calendar day of the month.
7. If the Supplier is unavailable for a period within a month, they will either increase their availability in the months prior to and following the period to compensate, or reduce the fee for that month by a pro-rata amount.
8. The time reserved under this agreement can be reduced given 30 days notice by either party.
9. The time reserved under this agreement can be increased given 30 days notice by the Client, subject to the Supplier's availability and agreement.
10. This agreement shall be governed by and construed in accordance with the laws of England and Wales, and any proceedings arising out of or connected with this agreement shall be subject to the exclusive jurisdiction of the English Courts.

We agree to the above Schedule.

Signed on behalf of the Supplier:

Signature

Print Name

Date

Signed on behalf of the Client:

Signature

Print Name

Print Title

Date