

Service Agreement – with insurance

Client details

Business/Trading Name

Main Contact Name

Company Name (if applicable)

Email

Address

Main Contact Mobile No.

Business Telephone No.

Trade/Profession

List all subsidiary and associated companies to be included in the contract
(List address on **Additional Information Form** if different from above):

Bright Packages

Select 1 of 3 packages, choosing the preferred option within each package to complete the order and agreement.
Additional services also to be selected in this order form.

Package 1: Bright CONNECT

Bright CONNECT HR Software Including as standard:

BrightHR Software

Secure cloud-based software
for HR management with
unlimited document storage

Custom Reporting

Includes custom reporting for
all BrightHR software features

BrightExchange

Free online business
advertising marketplace and
marketplace and employees
perks portal

Blip (+App)

Free mobile clocking in-and-
out app

Bright BrAlnbox

Free AI-powered advice chat
tool for immediate answers to
HR and H&S questions

PoP (+App)

Free mobile expense app and
mileage tracker

BrightLearn

Free CPD e-learning & learning
management

Bright CONNECT H&S Software Including as standard:

BrightSafe Software

Secure cloud-based software
for H&S management, risk
assessments and incident
tracking

Accident reporting

Includes accident & near miss
reporting tool

BrightSafe On the Go (App)

Free H&S task management &
reporting app

BrightSafe e-Learning

Free CPD and ROSPA
H&S e-learning to support
workplace compliance

Bright CONNECT COMBINED

ALL of the above HR and H&S CONNECT products

Package 2: Bright PROTECT

Bright PROTECT HR Advice Including as standard:

BrightAdvice

Qualified Employment Law & HR Advice – with 24/7 advice line

BrightAdvice App

Advisory app with instant notifications for legislative updates, plus chat with advisors

BrightBase

HR document template library – access hundreds of fact sheets, guides and policies

Includes BrightHR (CONNECT-HR)

Secure cloud-based software for HR management with unlimited document storage

Bright PROTECT H&S Advice Including as standard:

BrightSafe Advice

Qualified H&S Advice – with 24/7 advice line

Document library

H&S document template library – access hundreds of fact sheets, guides and policies

Includes

BrightSafe (CONNECT-HS)

Secure cloud-based software for H&S management, risk assessments and incident tracking

Bright PROTECT COMBINED

ALL of the above HR and H&S PROTECT and CONNECT products

Package 3: Bright PRIME

Bright PRIME Wellbeing & Counselling Including as standard:

BrightWellbeing

Employee Assistance Programme (EAP), includes 24/7 access to confidential expert advice line for employees

Includes CONNECT HR and H&S Software

Includes PROTECT HR and H&S Advice

Additional products and services

These products and services can be added to any package. (Please tick as required)

Additional products

BrightHR Software

Secure cloud-based software for HR management with unlimited document storage

BrightSafe Software

Secure cloud-based software for H&S management, risk assessments and incident tracking

BrightWellbeing

Employee Assistance Programme (EAP), includes 24/7 access to confidential expert advice line for employees

BrightInsure

Optional HR insurance with BrightHR

BrightSafeInsure

Optional H&S insurance with BrightSafe

BrightHR Payroll Software

Secure cloud-based software for managing employee payroll

One-off services

Implementation

On-site BrightHR training & data entry service

Data entry

Data entry service – employee data onboarding into system

BrightBasePlus

Personalised document writing service. **Only available with Protect or Prime packages**

The contract and insurance terms

Contract details

Initial contract period of

month(s)

Total number of staff to support
(include employees/workers/directors/partners etc.)

Contract instalments

Initial payment £

+VAT & IPT

Service installments £

+VAT

Insurance premium £

+IP

Frequency of installments

Monthly

Quarterly

Annually

Total installments £

+VAT & IPT

Declarations:

Insurance declaration

I confirm I have read and understood the Important Information and IPID applicable to me:

Signed by client

(if insurance policy selected)

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I have had the opportunity to ask questions about, and check my understanding of, the insurance cover applicable to me. I confirm this has been a non-advised sale.

- a) The agreement shall be for the duration of the Initial Contract Period.
- b) The agreement shall continue automatically after the Initial Contract Period for the same period unless terminated by either party giving a minimum of six months' written notice to expire at the end of the Initial Contract Period or any subsequent renewal period.
- c) Time for payment of the instalments shown above together with these Declarations, shall be the essence of the contract. Failure to maintain payments will result in 80% of any remaining liability becoming payable immediately.
- d) The client is able to terminate the agreement at any time within the initial agreement period or subsequent renewal period upon payment of 80% of any remaining liability.
- e) Copyright in all documentation provided pursuant to this contract is reserved by BrightHR Limited, without whose written permission it may not be reproduced or modified.
- f) This agreement is to be read in conjunction with the terms and conditions of use and which are to be accepted when first registering as a user of BrightHR.
- g) This agreement operates from today's date and I declare the information I provided is true and accurate in every respect and no material fact has been mis-stated or suppressed.
- h) BrightHR Ltd acts in a consultancy capacity only to assist the client to comply with health and safety legislation and regulations and does not provide any warranty of compliance with health and safety law. The client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s).
- i) All services provided pursuant to this agreement shall be fully utilised by the client. No refunds or credits shall be due in respect of any underutilised services.
- j) BrightHR shall be entitled, at the end of the initial contract period and any subsequent renewal period, to increase the fees under this agreement by up to 7% for the following contract period.

By signing I confirm that I have read and understood the contents of the agreement:

Signed by client

Signed on behalf of BrightHR

(by authorised signatory for goods & services)

Name (print)

Name (print)

Position

Date

Date

This agreement is governed by the Law of England and Wales whose courts shall have exclusive jurisdiction.

Registered office: The Peninsula Victoria place Manchester M4 4FB Registered in England Company number 09283467