



Mrs P O'Hagan  
Wem Town Council  
Edinburgh House  
New Street  
Wem  
Shropshire  
SY4 5DB

website: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

Date: 06 March 2018

e-mail: [Lorraine.edwards@shropshire.gov.uk](mailto:Lorraine.edwards@shropshire.gov.uk)

My ref  
PAY/LE

Your ref

Tel (01743)  
252780

Fax (01743)  
252811

Please ask for  
Lorraine Edwards

Dear Mrs O'Hagan,

## EMPLOYMENT SERVICES – PAYROLL

As you will be aware our current contract is due to expire at the end of March 2018. Therefore I am pleased to offer you a new contract based on 48 payments during the period of 2018/19.

**One year contract (April 2018 – March 2019) - £611 plus VAT.**

The charge would continue to be paid monthly over the period of twelve months.

I have pleasure in enclosing a new contract for 2018/19 for your perusal, along with a suggested production timetable for your agreement.

We continue to carry out soft market testing on our competitors and our findings show that our standard service schedules are comprehensive and contain many tasks not undertaken by our competitors.

However, we would very much welcome the opportunity to come and discuss our offer in detail and can offer flexibility with contract length and a discount could be offered for a longer contract duration or multiple services.

Additional services we can also offer include: - HR Advice, Disclosure & Barring (formally CRB) a full recruitment & Contract Service, Employment Status assessments, Health & Safety and Occupational Health services.

If you have any queries, or wish to discuss any of the additional services, please do not hesitate to contact me.

I would be grateful if you could check the enclosed contract and return your signed copy to me along with confirmation of your agreement to the timetable.

I look forward to hearing from you in due course and hopefully to continue providing you with a cost effective and efficient service.

Yours sincerely

Lorraine Edwards  
HR Operations Manager

Enc.

