GPW
RECRUITMENT

Key Information Document

This document sets out information about the following:

- Key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits.

- Key information about your relationship with us and the umbrella company or other intermediary used in your engagement, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

If you have any queries regarding this document or if you would like further information please email compliance@gpwrecruitment.co.uk

PLEASE NOTE: The data outlined within this document is for example purposes only and based on information available as of 10th October 2025.

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Key Information – PAYE

This document sets out key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits.

General Information

Name of employment business:	GPW Design Services Limited T/a GPW Recruitment
Your employer (if different from the employment business):	
Type of contract you will be engaged under:	Contract For Services
Who will be responsible for paying you (if different from your employer):	
How often you will be paid:	Weekly
Expected or minimum rate of pay:	No less than National Minimum Wage (NMW) and National Living Wage (NLW)
Deductions from your pay required by law:	• PAYE Tax • Employee national insurance contributions • Employee pension contribution (auto-enrolment)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	Statutory entitlement 5.6 weeks/28 days (full-time)
Additional benefits:	

Representative Example of Your Pay

Example rate of pay:	£476.62 weekly
Deductions from your wage required by law:	£46.97 Income Tax £18.78 Employee NI
Any other deductions or costs from your wage:	£17.83 employee pension contribution
Any fees for goods or services:	£26 DBS check (if applicable) PPE Deductions (if applicable) Training Courses (if applicable)
Example net take home pay:	£393.04 weekly

Key Information – Umbrella

This document sets out key information about your relationship with us and the umbrella company or other intermediary used in your engagement, including details about pay, holiday entitlement and other benefits.

General Information

Name of employment business:	GPW Design Services Limited T/a GPW Recruitment
Name of intermediary or umbrella company:	• Brookson Solutions Limited • Paystream My Max Limited • Sterling Solutions Umbrella Limited • Workwell People Solutions Limited
Your employer:	One of the intermediaries or umbrella companies named above
Type of contract you will be engaged under:	Contract For Services
Who will be responsible for paying you:	One of the intermediaries or umbrella companies named above
How often the umbrella company and you will be paid:	Weekly in arrears

Intermediary or Umbrella Company Pay Information

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company or other intermediary listed below.

Name of intermediary or umbrella company (we have identified a list of compliant preferred suppliers):	• Brookson Solutions Limited • Paystream My Max Limited • Sterling Solutions Umbrella Limited • Workwell People Solutions Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	National Minimum Wage and National Living Wage plus employer overheads
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	• Employers' NI • Employers' Pension Contribution (3%) (if no opt out) • Apprenticeship Levy

Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	Umbrella company admin/payroll fee e.g. £20

Expected or minimum rate of pay to you from the umbrella company or other intermediary:	NMW/NLW (or minimum sector rate) x no. of hours per week
Deductions from your wage required by law:	• PAYE Tax • Employee National Insurance Contributions • Employee Pension Contribution (auto-enrolment) • Student Loan • CIS Deductions (if appliable)
Any other deductions or costs taken from your wage:	None
Any fees for goods or services:	N/A
Holiday entitlement and pay:	Statutory Entitlement 5.6 weeks/28 days (Full-Time). Pro-rated accordingly for part time workers.
Additional benefits:	Access to collective facilities provided by a client on a day one of an assignment under the Agency Workers Regulations 2010 though these will vary from client to client.

Representative Example of Your Pay

	Intermediary or umbrella fees	**Worker fees**
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£711.59 Weekly	
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	£63.95 Employer's NI £9.62 Apprenticeship Levy £18.00 Employer Pension	
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	£20 Margin Weekly	
Example rate of pay to you from the umbrella or other intermediary:		£535.40 Weekly
Deductions from your pay required by law:		£55.33 Tax £38.86 NI £30 Pension £12.50 Student Loan
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		£26 DBS, one off (if applicable)
Example net take home pay:		£398.71 Weekly

CONDUCT REGULATIONS OPT OUT

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

Key Information Document - PSC

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.

This document explains your pay information if you are engaged as a Personal Service Company (PSC), in which case the PSC is the work-seeker. This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Your name:	
Name of employment business:	GPW Design Services Limited T/a GPW Recruitment
Your employer (if different from the employment business):	
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	
How often you will be paid:	Weekly
Expected or minimum rate of pay:	
Deductions from your pay required by law, if the engagement is 'inside IR35':	• PAYE Tax • Employee national insurance contributions • Employee pension contribution (auto enrolment)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	Statutory Entitlement 5.6 weeks/28 days (full time)

Additional benefits:	

Representative example of your pay

Example rate pay:	£476.62 weekly
Deductions from your wage required by law:	£46.97 Income Tax £18.78 Employee NI
Any other deductions or costs from your wage:	£17.83 Employee Pension Contribution
Any fees for goods or services:	£26 DBS Check (if applicable) PPE Deductions (if applicable) Training Courses (if applicable)
Example net take home pay:	£393.04 weekly

Conduct Regulations opt out

If you engage with an employment business as a PSC, then you can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the PSC and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.
Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.