

## Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at [florence.co.uk/legal](http://florence.co.uk/legal)

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.

### GENERAL INFORMATION

<b>Your name:</b>	
<b>Name of employment business:</b>	Florence
<b>Your employer (if different from the employment business):</b>	Digital Staff Solutions
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	Digital Staff Solutions Ltd
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	National Minimum Wage
<b>Deductions from your pay required by law:</b>	PAYE income tax & National Insurance
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	Student Loans if applicable
<b>Any fees for goods or services:</b>	N/A
<b>Holiday entitlement and pay:</b>	28 days per year - included in rate of pay
<b>Additional benefits:</b>	N/A

### EXAMPLE PAY

<b>Example rate of pay:</b>	£500 per week
<b>Deductions from your wage required by law:</b>	PAYE income tax £51.65 National Insurance £20.64 Student loan £0* Pension (auto-enrolment) £19.00
<b>Any other deductions or costs from your wage:</b>	None
<b>Any fees for goods or services:</b>	Instant pay fee (if service requested): £1.75
<b>Example net take home pay:</b>	£408.71

**Please note that the figures provided above are sample figures.**

*\*Student loan repayments depend on your plan type and whether earnings exceed the relevant threshold. At £500/week, earnings fall below the Plan 1 threshold (£501/week) and Plan 2 threshold (£565/week) for 2026-27, so no repayment would be due under these plans.*