

TERMS TO BE INCLUDED IN TEMPORARY CONTRACT FOR SUBPOSTMASTER

FULL OFFICE TITLE THE GRANGE

FAD CODE 103 140

OUTGOING SPMRS NAME Suzanne Palmer

FORWARDING ADDRESS Post Office® The Grange branch, 105 London Rd, Rayleigh

LAST DAY OF SERVICE 02/02/06

REASON FOR LEAVING Precautionary suspension

TEMPORARY SPMRS NAME Maureen Upton

DATE OF APPOINTMENT 03/02/06

DATE OF BIRTH

GRO

NAME AT BIRTH

Jackson

PLACE OF BIRTH

GRO

N I NUMBER

GRO

PRIVATE ADDRESS (1)

GRO

PRIVATE ADDRESS (2)

ADDRESS (2) TO BE COMPLETED WHERE RESIDENCE AT ADDRESS (1) IS LESS THAN 2 YEARS

TELEPHONE NUMBER

GRO

REMUNERATION

AMOUNT £ sales related pay PER MONTH (including intermittent allowances)

BANK TRANSFER ACCOUNT NAME Mrs M Upton

ACCOUNT NUMBER

GRO

BANK

BRANCH

Rayleigh, High Street

SORT CODE

GRO

HOURS

HOURS OF BUSINESS	MONDAY	09:00 17:30
	TUESDAY	09:00 - 17:30
	WEDNESDAY	09:00 - 17:30
	THURSDAY	09:00 - 17:30
	FRIDAY	09:00 - 17:30
	SATURDAY	09:00 - 13:00

PROPERTY

- a) The Temporary Subpostmaster will be responsible for all costs incurred as a result of running the office.
- b) The security of the premises will be the Temporary Subpostmaster's sole responsibility.
- c) Access will be made available to the Post Office side of the business at all times to Post Office Ltd Personnel.

ASSISTANTS

The Temporary Subpostmaster will be responsible for the recruiting and paying of assistants at the office.

LOSSES AND GAINS/ERROR NOTICES

Any losses or gains and error notices incurred during the Temporary Subpostmastership will be the Temporary Subpostmaster's sole responsibility.

GENERAL

The Temporary Contract will be valid until further notice. The contract may be terminated by either party giving one week's notice.

COMMENTS

COMPLETED BY Joanna Welton

DATE 07/02/06

CONTRACT & SERVICE MANAGER (In Capitals) ALAN LUSHER