



Head Squared Aquatics Sub-Contractors Information Pack

This Handbook is to be used by businesses being hired by Head Squared Aquatics to complete works in the role of an Authorised Sub-Contractor.

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1 Introduction

- 1.1.1 This information pack for businesses interested in carrying out sub-contracting works for Head Squared Aquatics. We are looking to create a database of quality sub-contractors who can carry out a variety of pond works on our behalf.



2 Benefits

- 2.1.1 We are looking for sub-contractors to carry out site works. Winning work and dealing with clients can be time consuming and expensive. This is an area we specialise in. We have spent years developing software systems to help us manage clients, build quotes, order products and win work. This means we can efficiently source work for you to complete. Your role will be simple: organise yourself / staff to go onto site and do the work.
- 2.1.2 We believe that we are stronger working together. So you may find yourself working alone, with your own staff or with other teams working for Head Squared (dependent on the needs of the job).
- 2.1.3 Your business will benefit from reduced costs and less wasted time chasing leads.
- 2.1.4 There are no fees, charges or other costs for being one of our approved sub-contractors. It is free to join and stay on our database for as long as you wish. We need a number of good site workers to complete our workload as we understand that you will not always be available to sub-contract for us. We only make money from completing work for our clients and being paid by them.
- 2.1.5 Once you are on our list we will ask you when you are available to work and you choose how much (or little) you would like to work for us. There is no minimum time commitment. Work as many or as few days for us as are best for you. If you are busy carry on with your own works; if you're quiet we can provide work to fill the gaps in your schedule. This is great if you have just come off a busy period and haven't been

able to go out a win works for a while. We have staff working full time winning work so you don't have to.

Overview of Benefits

- Focus on carrying out works not winning them
- No risk of spending time and money visiting ponds / chasing leads which may not result in any works
- No need to worry about dealing with client phone calls, emails, etc.
- No problems chasing suppliers to get the right parts delivered on time
- We manage cashflow, so you don't need to worry about paying for parts to be fitted
- Receive prompt payment. We manage client payments so you don't have to
- Less paperwork and time spent in the office quoting for work
- Work for us as much or as little as you need to suit your schedule
- Joining our list of approved sub-contractors is free!

2.2 In-House Software System Screenshots

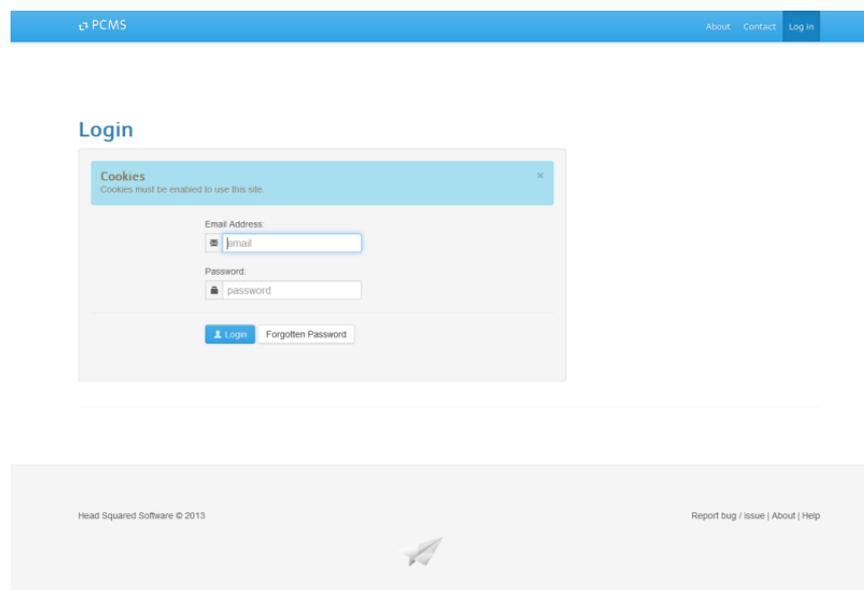


Figure 1 - Login Screen for in-house quotation software

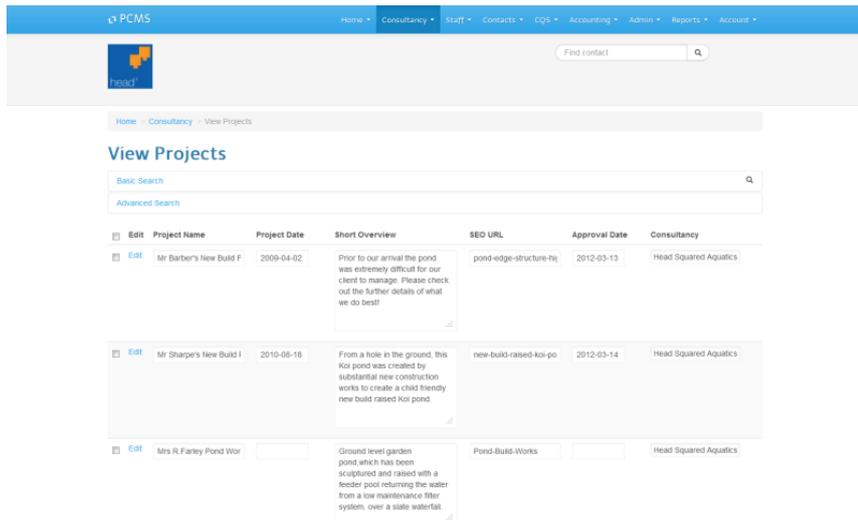


Figure 2 - Projects screenshot from in-house quotation software

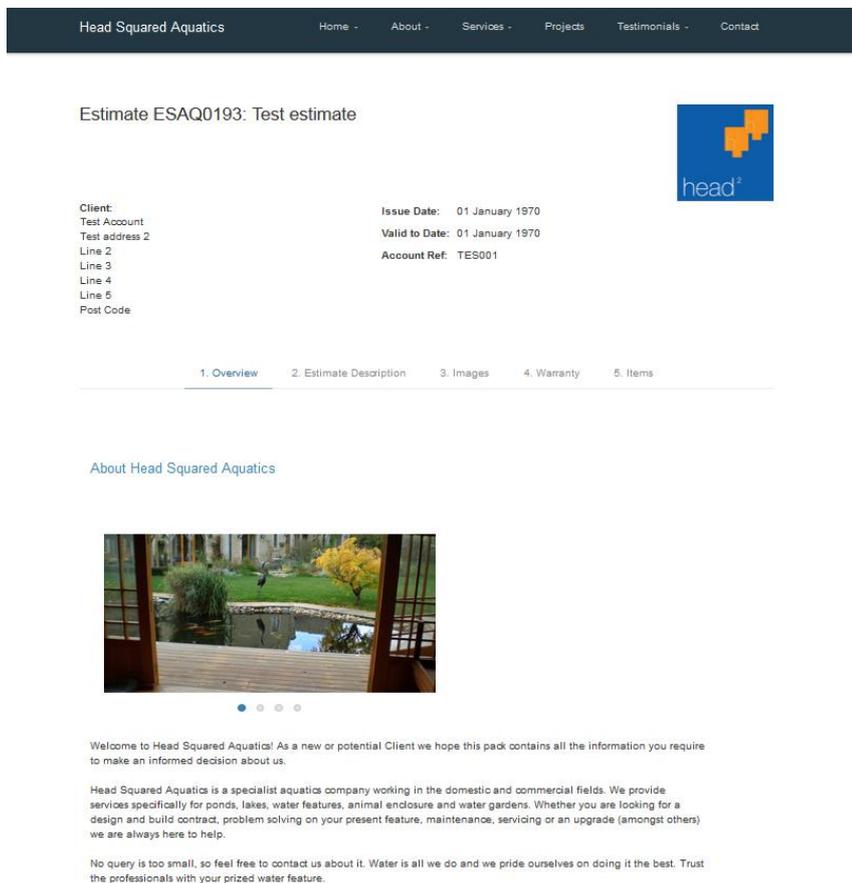


Figure 3 - Client View of Estimate

3 Services Required

3.1.1 We offer a variety of Aquatics services. See our website: www.headsquared.co.uk for the current list of services. We are looking for sub-contractors to carry out these works on our behalf. Below is a brief overview of works we need sub-contractors for. You may have skills in only a small number of these areas; that is fine, you do not need to be able to carry out every possible skill we use. As long as you can do at least one of the skills in the list below we are interested. You may also have skills other areas, so let us know and we may also have work available.

3.2 Pond Cleans and Maintenance

- Pond and filter maintenance and servicing (replacement of UV bulbs / air parts, vacuuming, plant pruning and the like);
- Fish handling and storage; and
- Pond Cleans

3.3 Filter System Upgrades

- Complete aquatic system upgrades (such as UVCs, Air Pumps, heaters, etc.);
- Filter upgrades (such as Evolution Aqua filters, Pressure Filters, gravel filters, drum filters, etc.);

3.4 Pond Lining

- Re-lining and water proofing water features;
- Fibreglassing ponds;
- Patching existing liners; and
- Re-rendering ponds.

3.5 Construction Works

- Block laying;
- Waterfall construction;
- Decking;
- Digging ponds (manually and using diggers); and
- Carpentry.

4 How it works?

4.1.1 Once your application to join our list of approved sub-contractors has been approved we will look to hire you to carry out works immediately. We will agree works with our clients and ask you if and when you are able to carry out the works. If you have availability we will book in the works on a given date. If not we will book in the works with an alternative sub-contractor. Opt in or out of works entirely at your own discretion.

4.1.2 We will supply you with our Job Summary Sheet. This is a complete description of the works to be completed, the address for the works and any special notes you may

need to know (such as access issues, parking requirements, site delivery times of larger parts). This is web-based and can be accessed on any computer / mobile and be printed off and taken on site. This includes a complete list of the parts to be used in the works. You can also speak directly to the consultant who planned the works to answer any further queries you may have.

- 4.1.3 You should provide the tools required for works (such as pond vacuums, fish holding tanks, tools) and we will send any parts out to you which will be fitted (such as filters, pipe work, liner, air pumps, etc.).
- 4.1.4 You then turn on up site with any parts we have provided and carry out the works specified.
- 4.1.5 Once we have verified that the works have been completed to the requisite standards, your business should supply us with an invoice for your labour / travel and any extra parts you may have been required to supply. We will promptly pay this invoice by bank transfer or other payment method specified.

5 About Head Squared Aquatics Limited

5.1 History

- 5.1.1 Head Squared Aquatics was founded by brothers, Giles and Tim Head, in 2006. We are a specialist aquatics company working in the domestic and commercial fields. We provide services specifically for ponds, lakes, water features, animal enclosure and water gardens. Whether our clients are looking for a design and build contract, problem solving on their present feature, maintenance, servicing or an upgrade (amongst others) we are always here to help.
- 5.1.2 We currently operate 4 branches across Oxfordshire and Leicestershire and are looking to expand further.

5.2 The Founders

Giles Head

- 5.2.1 Head Squared Aquatics' is headed up by Giles Head (Chief Executive), a passionate Koi-keeper for many years. Giles was formerly Head of International sales and Marketing for Evolution Aqua, one of the most renowned Koi filter and product manufacturers in the world.
- 5.2.2 Having travelled to many countries to see Koi shows and product launches, he brings a wealth of experience along with his passion, and this passion is clear to all those who work with him.

Tim Head

- 5.2.3 Tim Head's experience lies primarily with finance, law and IT. He graduated from the London School of Economics and completed a law postgrad at BPP Law School in

Leeds. He is the Chief Financial Officer for Head Squared Group and manages Head Squared's online presence, client accounts and the administrative side of the growing Head Squared business.



Figure 4 – From Left to Right Giles Head and Tim Head

5.3 The Head Squared Brand

5.3.1 Head Squared is a brand synonymous with high quality, excellent service and above all business professionalism. We look to maintain this image of quality in all our work and as a sub-contractor of the business we expect the same aspirations to provide quality service to our clients.

6 Contact us to Join Now

6.1.1 So if you feel that you have the skills to join our growing team, please feel free to contact us using the details below to discuss this opportunity further. Remember, joining is free and could bring in new work throughout the year or just at the times you need some extra work. It's completely flexible and can work for you.

About Head Squared Aquatics

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