

Terms and Conditions for the Supply of Business Writing Services

1 Charging Schemes

The following types of charging schemes are available, by agreement with the client:

- 1.1 *Fixed Price Range Quotation.* This work is costed before work is started, on the basis of information supplied by the client. The price is fixed within a lower and upper limit, based on the expected number of hours work required. Any additional work required will be subject to a separate quote.
- 1.2 *Estimate.* This work is costed before work is undertaken, on the basis of information supplied by the client. The actual price charged is based on the total time actually worked, which could be more or less than that estimated.
- 1.3 *Daily/Hourly Contract.* Work is carried out at an agreed daily/hourly rate until the work is completed.

2 Quotation

- 2.1 Quotations are valid for thirty days unless withdrawn and represent no obligation on Write to Win until a Purchaser's order is accepted.

3 Chargeable Work

- 3.1 The following work is chargeable:

- Travel to client's premises, including time and expenses.
- Time spent on client's premises gathering information needed to carry out the work.
- Time spent learning new skills for one client only.
- Time spent resolving problems arising from hardware or software supplied by the client.
- Printing any number of final copies of documents over 40 pages long.

4 Invoices

- 4.1 Fixed Price Range Quotations and Estimates will be invoiced at 70% on production of first draft, and the remainder on production of the final master copy.
- 4.2 For daily and hourly contracts, invoices will be issued monthly or at the end of the agreed task, whichever comes first. Terms are 30 days.
- 4.3 VAT will be charged at the normal rate.

5 Payment

- 5.1 All invoices are to be paid within 30 days. Under the terms of the Late Payment of Commercial Debts (Interest) Act 1998, interest may be charged at 8% above base rate, if payment is not received within the agreed period.

6 Delivery Dates

- 6.1 All delivery dates are estimates only.
- 6.2 Where Write to Win is producing documentation, delivery dates are dependent on information being made available such that the delivery date is not compromised by the late receipt of information.
- 6.3 In no circumstances shall Write to Win be liable to compensate the Purchaser in damages for non-delivery or late delivery of the Goods or Services for any reason or for any loss consequential or otherwise arising therefrom.

7 Supply of Information

- 7.1 Timely supply of information that is required to complete the project is the responsibility of the Purchaser.

8 Title and Copyright

- 8.1 The title and copyright to the goods and services supplied shall remain with Write to Win and will pass to the Purchaser when full and final payment has been made.

9 Liability

- 9.1 The client must carefully check all finished work. Write to Win can accept no liability as the author or publisher of any document, for loss, damage or injury caused by any errors or omissions, including publishing errors.