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	<b>Information</b>	
	<b>Design</b>	

# Terms and Conditions

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## Charging Schemes

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

### *Fixed Price Quotation.*

- The job will be costed before work is started, on the basis of information supplied by the client.  
This price will be fixed regardless of the total time actually worked, which could be more or less than that estimated. However, if any additional work is required due to new information supplied by the client, this will be subject to a separate quote, by agreement with the client.

### *Estimate.*

- The job will be costed before work is started, on the basis of information supplied by the client.  
The actual price charged will be based on the total time actually worked, which could be more or less than that estimated. This price will not exceed the estimate by more than 20%, except by agreement with the client.

### *Hourly Contract.*

- Work is carried out on a full-time or part-time basis at an agreed hourly rate.

## Chargeable Work

*The following work is chargeable, unless agreed otherwise with the client:*

- Travel to the client's premises over 50 miles, including time and expenses.
- Time spent on the client's premises gathering information needed to carry out the work.
- Time spent learning new skills needed for only one client.
- Time spent resolving problems arising from hardware or software supplied by the client.
- Printing more than three final copies of documents up to 40 pages long.
- Printing any number of final copies of documents over 40 pages long.

continued

## Terms and Conditions, continued

*The following work is not chargeable, unless agreed otherwise with the client:*

- C Travel to the client's premises, within 50 miles.
- C Time spent on preparing an estimate.
- C Time spent learning new skills needed for more than one client.
- C Printing a reasonable number of draft copies of documents.
- C Printing up to three final copies of documents up to 40 pages long.

### **Invoices**

*Fixed Price Quotations and Estimates*

- C An invoice will normally be issued on completion. In the case of projects taking over two months, invoices for interim payments may be issued, at stages agreed with the client.

*Hourly Contract.*

- C Invoices will be issued monthly.

VAT, where applicable, will be charged.

### **Payment**

*All invoices are to be paid within 30 days, unless agreed otherwise.*

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.

### **Liability**

*All finished work must be carefully checked by the client.*

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