

**PA Precision Terms and Conditions**



**1. INTERPRETATIONS**

- 1.1 In these terms:  
 "Business" means PA Precision Admin Solutions of Bradford.  
 "Client" means the Business, Person or Company purchasing the services supplied by the Business  
 "Assignment" or "Work" means completed services provided by the Business to the Client including:  
 Word Processing - reports, manuals, tender documents, minutes, contracts, training manuals, estimates, dissertations, mail merges and lists, statements, agendas, memorandums, audio transcription and general correspondence.  
 Financial - invoices and spreadsheets.  
 PA Administration - record keeping, diary management, organising travel arrangements, hotel accommodation and events.  
 Office Support - printing labels, creating newsletters, mailshots and presentations, proof reading, database entry/management, and internet/market research.  
 "Agreement" means this Agreement between the Company and the client.
- 1.2 The headings in these conditions are for convenience only and will not affect their interpretation.

**2. RATES AND QUOTATIONS**

- 2.1 The Business will provide a written quotation and agreed price prior to any work being carried out.
- 2.2 Before the Business agrees to undertake any assignment; a signed acceptance of the quotation and Terms and Conditions must be received with details of work required.
- 2.3 If the work undertaken is altered in any way, the Business reserves the right to revise the quotation after consultation with the Client.
- 2.4 Although the Business ensures all documents are proof-read prior to completion, the final responsibility will rest with the client.
- 2.5 Any minor rectifications will be administered free of charge within 24 hours if notified within 48 hours of receipt of order.
- 2.6 Retainer agreements are invoiced monthly on the 1<sup>st</sup> of each month
- 2.7 All materials and postage will be billed at cost and listed individually on invoices (any telephone calls chargeable will be charged on receipt of third party bill)
- 2.8 Clients will be charged to the nearest 10 minutes. Minimum fees of 30 minutes on all assignments apply unless otherwise agreed.

**3. DELIVERY**

- 3.1 The Business shall try at all times to meet any quoted delivery deadline. However, any delivery date is not guaranteed. The Business shall not be liable for any failure to meet a

- delivery date or time nor for consequential loss of any kind.
- 3.2 On completion of an order, the Business will return all work in the agreed chosen format, followed by an invoice for the agreed outstanding amount.

**4. PAYMENT**

- 4.1 Invoices must be paid within **14 days** of receipt. The Business reserves the right to impose interest charges of 2.5% per week for overdue accounts.
- 4.2 Payment is accepted by cheque, cash or paypal and must be in UK pounds sterling.
- 4.3 No extended credit will be given and any Bank charges remain the responsibility of the client.

**5. CONFIDENTIALITY**

- 5.1 The Business guarantees complete confidentiality for any work carried out on behalf of the client. Any information gained about the client and their business will not be divulged to any third party.

**6. LEGAL LIABILITY**

- 6.1 The Business assumes the responsibility for backing up all clients work on a daily basis.
- 6.2 All clients are required to proof read completed work. The Business accepts no liability for errors in documents provided by the client to third parties.
- 6.3 In the interest of current legislation, all client's files will be kept for five years.
- 6.4 Due to laws concerning copyright and plagiarism, the Business accepts no responsibility for adhering to this legislation in the work they are asked to produce. This remains the sole responsibility of the client. Any work that the Business suspects to be in breach of copyright will immediately be returned to the client with an invoice for any costs incurred.
- 6.5 All incoming emails will be scanned for viruses. It is the client's responsibility to inform the Business of any suspected viruses.
- 6.4 Clients are requested to send all work via secure means.

I confirm that I have read and understood the above Terms & Conditions.

.....  
Signature

.....  
Name (block capitals)

.....  
On behalf of (Company name)