



Terms & Conditions

- 1) TDA will provide Structural Design and AutoCAD drawings as instructed by their clients. The cost of these services will be charged to the client in one of the following ways:
 - a) Hourly Rate, Drawing £30.00
Design £55.00
 - b) Fixed Price per Package of work

All rates and prices will be agreed in writing prior to the commencement of work. All prices and rates will be quoted exclusive of VAT which will be added at the current standard rate of 20.00%.

Additional costs will be incurred by the following:
Changes to work commenced and/or completed, any work beyond our original estimate. Additional costs will be charged at our standard hourly rate & agreed in writing with the client before work is commenced.

- 2) The above assumes all work will be presented in it's original electronic format (ie. dwg). Where other formats are required (ie. pdf or dwf) plotting costs will be charged at an agreed fixed price. In addition to the fixed price TDA will charge our hourly rate for all work associated with the preparation of plots. Hard copies will not be provided.
- 3) All Drawings and Bending Schedules prepared by TDA will be independently checked in-house prior to issue to our client. TDA will not accept responsibility or be liable for costs or consequential loss by any party, due to errors or omissions on the drawings. All Structural design provided by TDA will be checked by our clients and all liabilities rest with our client and will be covered under our clients Professional Indemnity Insurance. All TDA clients shall be responsible for a final check of our work prior to issue of that work to any other party. Any errors identified in the information provided by TDA will be corrected by TDA at no additional cost.
- 4) For long term contracts interim invoices will be issued at the end of each month for work completed during that month. Invoices will always be submitted on completion of work regardless of the time of the month.
- 5) All invoices must be paid within 21 days from date of invoice. Any adjustment to this period must be agreed in writing prior to the commencement of work. Any disputed invoice must be reported to TDA within 5 days of date of invoice. In the case of multiple invoicing all invoices not in dispute must be paid within our payment terms.
- 6) TDA reserve the right to suspend work on a contract if the quality of information is not sufficient to complete the work for the agreed fixed price. Time spent on the contract up to cessation of work will be chargeable at our current hourly rate, and a new rate agreed prior to re-commencement.
- 7) These terms and conditions must be accepted in writing by our clients, unless amendments are agreed, prior to commencement of work. Written acceptance of our quotation and/or an instruction to proceed will be deemed as confirmation of your agreement to these conditions.

I confirm acceptance of the above.

Signed

Date

On Behalf of