

## **SBM Safety Solutions Ltd.**

### **Terms & Conditions**

**Fees** - All fees are payable 30 days from date of invoice.

- A written acceptance of quotation/proposal and terms and conditions is required from the client before any work commences.
- We reserve the right to charge a fee for any cancellations - from 50% of the agreed rate for cancellations up to 7 days before the service is provided or 100% thereafter.
- All work undertaken by SBM Safety Solutions Ltd will carry a cover of Professional Indemnity Insurance with a limit of £1,000,000 per claim.
- It will be the sole responsibility of the client to ensure compliance with statutory requirements and where any professional advice is provided by SBM Safety Solutions Ltd, it is the sole responsibility of the client to ensure its effectiveness and implementation.
- Any additional work to that quoted, will be charged at the appropriate time and rate for the work.
- All invoices should be paid within a 30 day period from the issue date. We reserve the right to charge interest at the appropriate level for unduly delayed payment. Unless expressly agreed to the contrary, reports shall be issued to the client upon receipt of payment of the sum due to SBM Safety Solutions Ltd for the good and services provided.
- SBM Safety Solutions Ltd name should not be used by the client as their retained safety consultant or health and safety advisor / competent person unless that service is explicitly stipulated in the agreement; or beyond the agreed periods, or once the agreements are terminated.
- Our professional conduct shall be in accordance with the code of practice of IOSH and IOA.
- Where SBM Safety Solutions Ltd is appointed as the retained safety consultants, the agreement shall be binding for at least twelve months or as agreed for a greater period.
- The client must furnish all reasonable pertinent information to SBM Safety Solutions Ltd and not withhold deliberately any data which could undermine the advice given.
- General services or call-outs provided are charged at a half day rate (4 hours) as a minimum.
- The scope of work should be clearly set out in SBM's quotation; any changes to such scope shall be instructed in writing by the client. SBM Safety Solutions Ltd shall not be required to undertake any additional and /or varied work until a price is agreed for such works in advance of their execution.

The retainer service will involve a nominated consultant acting as a source for competent Health and Safety Advice for the Company as required by the Management of Health and Safety at Work Regulations. Unless agreed to the contrary, all orders, written or verbal, shall be accepted on the basis that the terms and conditions apply to each and every business transaction and all aspects thereof.