

## Terms & Conditions

Tech8 PA & Secretarial provides secretarial services on a regular or occasional basis. Further details are on our website <http://www.tech8.co.uk>.

To obtain a free no obligation estimate for services tailored to suit your needs contact us by telephone 01824 702512, fax 0870 0526421 or email [admin@tech8.co.uk](mailto:admin@tech8.co.uk). All business requests will be considered.

Tech8 Limited is a UK limited company registered in England and Wales, registered office The Tithe Barn, Llangynhafal, Nr Ruthin, Denbighshire, LL15 1RT and registered number 5426319. VAT registration number 849285382.

Time will be billed at our flat or in accordance with the quotation supplied prior to commencement of work.

A flat rate of £12.00 per hour is charged and an invoice will be sent within 48 hours of completion of the work.

Payment is accepted by cheque in UK Pounds Sterling and settlement must be made within 30 days of the invoice date and made payable to Tech8 Limited.

Our account details are available on request. Any additional hours will be billed separately at the same rate.

In the event of an amount remaining unpaid, Tech8 Limited reserves the right to discontinue, withhold or suspend services to the Customer concerned.

Charges may be applied for collection or delivery of work (currently £0.40 per mile @ 1<sup>st</sup> October 2005) and for any postage costs.

If telephone calls are made or faxes sent on behalf of a Customer, telephone calls will be charged at 3 pence per minute and a fax at 10 pence per page.

Tech8 Limited acknowledges that, by reason of its relationship with the Customer, it may have access to certain information and materials relating to the Customer's business that is confidential. Tech8 Limited undertakes not to use in any way for its own account or for the account of any third party or disclose to any third party such information revealed to it by the Customer.

Tech8 Limited reserves the right to hold information relevant to its Customer in accordance with the Data Protection Act 1998. This information may be stored in a computerised database and will be treated in the strictest confidence and only used internally by Tech8 Limited.

We cannot guarantee or insure any material sent to us. These remain the Customer's responsibility and we cannot accept liability for any loss or damage. With regard to posting, the necessary steps (e.g. protective packaging, special delivery post) must be taken to ensure safe receipt by us.

With regard to all emails, these are sent in confidence for the addressee only. We have taken reasonable precautions to ensure that no viruses are transmitted to any third party.

Tech8 Limited cannot accept any responsibility for any loss or damage resulting directly or indirectly from the use of emails or their contents.

All work carried out by Tech8 Limited is proof-read however the Customer must carry out a final check.

All verbal instructions will be confirmed in writing by Tech8 for approval before they are carried out.

We have professional indemnity and employer's liability insurance.

Any complaints or difficulties please contact Jackie Ditchburn in the first instance.

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Client Signature and Date

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Tech8 Signature and Date

*Two copies of these terms and conditions are provided to the Customer for signature prior to commencement of work; one to be retained by the Customer and one to be returned for our records.*