

1A Instalec Ltd
Terms & Conditions

- 1 All goods remain the property of 1A Instalec Ltd until payment is received in full.
- 2 Payment is due 28 days from the date of an invoice unless otherwise stated. We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to our agreed credit terms. Interest will be charged at 8% above Bank of England base rate.
- 3 No responsibility will be taken by the Company for any loss or damage to customer's property or belongings during the execution of works.
- 4 Making good to walls and ceilings following execution of works will be with base coat only and no re-decoration will be carried out unless stated otherwise in our written quotation.
- 5 Works requested whilst we are on site and in addition to those quoted for will be charged at our standard day work rates. Customers will be deemed to have agreed with this clause if, at the time of requesting works they do not ask for a written quotation. Our standard day work charges are as follows:

Labour:	£35.00 per man hour + VAT
Materials:	Trade price + 15% + VAT

Apprentices and trainees will be charged on a pro rata basis. These rates are based on normal working hours, Monday to Friday, 8am to 5pm. Additional charges will apply outside of these hours.
- 6 Dissatisfaction with a product or service supplied must be reported to our office within five working days of our Engineers leaving site. Any problems experienced during the execution of a contract should be reported to our office immediately. Please note, that this does not affect your statutory rights and any warranties and guarantees offered on goods and services provided.
- 7 VAT will be charged at current rate on all labour and materials supplied.
- 8 Outstanding debts will be subject to our debt collection policy as follows:

No payment received by due date - Reminder letter sent
No payment received within further seven days - Seven day notice sent
No payment received within further seven days - County Court proceedings commence

Costs incurred whilst collecting overdue payments will be added to customers final charge.
- 9 Disposal of refuse or hazardous equipment removed from site is not included within our day work costs and will be an additional charge.
- 10 No work will commence until the top copy of this form has been returned, signed, to our office. For orders issued by organisations, no work will commence without the return of this form and an official purchase order. Orders place by Fax Phone or via E Mail will have been deemed to accept all of the terms stated herein.
- 11 All work carried out is given a one year warranty on labour and a manufacturer's warranty on all materials supplied (or longer if stated by manufacturer).
- 12 Customers will be liable to an additional charge if there is a delay in gaining access to a property at a pre-arranged time. Aborted calls or an inability to gain access to a property resulting in our engineers being forced to leave site will render the customer liable to a call out charge and our standard hourly rate thereafter until alternative work is found for our engineers.

Job No. _____ Customer Name _____

Customer Address _____

Site Address (if different to above) _____

Brief description of work _____

Details of parts of quotation you wish to accept / omit from the contract (if this section is not completed it will be assumed that you wish to go ahead with all works quoted for)

Signed _____ Print Name _____

Date _____