

## Specialist Services Terms and Conditions

The services described in this document are provided by the British Printing Industries Federation (BPIF) to members of British Office Supplies and Services Federation (BOSS) under the terms of a management contract between BPIF and BOSS.

The BPIF shall provide Specialist Services to the client as defined by the proposal, subject to these terms and conditions. The proposal shall remain valid for a period of 90 days from its date.

### Obligations of the BPIF

1. BPIF shall engage advisers who are bound by a Code of Practice, which includes, among other things, a provision to protect clients against the divulging of confidential information (a copy of the code is available on request).
2. BPIF shall use reasonable endeavours to ensure the accuracy of all forecasts and recommendations in reports or letters. No statement in a report or letter to be deemed to be in any circumstances as representation, undertaking, warranty or contractual condition.
3. Any patent, copyright or other intellectual property arising from any work shall be licensed to the client, free of charge, to use for purposes envisaged by the contract.

### Obligations of the client

1. The client shall use reasonable endeavours to ensure the accuracy of information provided to BPIF for the purposes of the proposed project.
2. The client shall ensure that its employees provide reasonable assistance and cooperation with the adviser for the purposes of the project.
3. The client shall complete an Evaluation Form for each project to assist with quality management and improvement and a Case Study may be written by the adviser/BPIF for promotional purposes, which will be approved by the client before use.
4. The client agrees to a copy of the report produced by the adviser in accordance with the proposal being retained by the BPIF.

### Fees and Payment

1. The fees payable by the client are set out in the proposal. Where the client is a member of BOSS, the member rate will be charged. In the event that the client should cease membership of BOSS prior to completion of the project set out in the proposal, the BPIF may at its absolute discretion increase the fees payable to the non-member rate for the whole of the project or any part thereof.

2. All invoices shall be paid within 30 days of the invoice date with the exception of training courses where payment is required in full prior to the course commencing.

### General

1. Work may be cancelled or terminated by either party giving two weeks' notice in writing to the other. In cases where work is cancelled or terminated by the Client and proper notice is given, the Client shall be charged at the agreed fee rate for work undertaken up to the end of the notice period. Where the Client does not give proper notice the BPIF reserves the right to charge its full fee for the work as set out in the proposal together with expenses incurred.
2. A copy of the proposal and other relevant correspondence shall be shared with the relevant Associate Adviser(s) as deemed necessary by BPIF to facilitate the work.
3. The BPIF reserves the right to rectify any errors or omissions appearing in the proposal.

### Data Protection

1. In order to perform the service to the Client it is necessary for the BPIF to pass certain personal Client data to the adviser. The Client therefore consents to the following information being passed to third party advisers selected by the BPIF:
  - a) Contact names of the Client and employees of the Client necessary for the project
  - b) Telephone numbers and email addresses
  - c) Company name and address
2. The BPIF will retain a record of the proposal and project details in accordance with our Data Protection Policy (copy available on request).