

PC GREMLIN

TERMS AND CONDITIONS

QUOTATIONS:

A quotation will be supplied for the cost of services in advance of undertaking the work and a date for commencing works will be agreed.

PAYMENT:

An invoice for works carried out will be produced and sent to the client on completion of the works.

Invoicing for maintenance contracts and recurring charges will be carried out on a monthly basis on a fixed day each month.

All invoices are subject to payment terms detailed below.

All invoices will be inclusive of VAT.

Payments can be made by cheque payable to PC Gremlin Ltd and sent to 29 Waverley Road, St. Albans, Hertfordshire AL3 5PH or by bank transfer to:

Account Name: PC Gremlin Ltd
Account Number: 17224500
Sort Code: 60-18-11
Bank: NatWest

Please include the invoice number as your reference.

PAYMENT TERMS

Invoices must be settled within 28 days from the date of invoice. Any dispute of the invoice must be raised in writing within 28 days from date of invoice.

PC Gremlin charges £25 for every cheque returned by the bank for insufficient funds.

PC Gremlin reserves the right to charge interest on late payments and claim compensation for debt-recovery costs in line with the Department of Trade and Industry's "Better Payment Practice". The rate of interest is determined by the DTI's reference rate plus 8%.

CONFIDENTIALITY

PC Gremlin undertakes to maintain the confidentiality of information provided to it by the client. Items and matters of specific concerns should be covered by a Non Disclosure Agreement and must be provided marked "Confidential".

DOMAIN NAME REGISTRATION

Where PC Gremlin have registered domain names on behalf of the customer, the registration of the domain names will be automatically renewed on the anniversary of the invoice date, unless PC Gremlin are informed by letter or email at least 1 calendar month before the invoice date. The customer is liable for any fees incurred.

INTELLECTUAL PROPERTY

The material, concepts and ideas developed by PC Gremlin shall remain the property of PC Gremlin unless specifically agreed otherwise. Any transfer of ownership or title shall only take effect once PC Gremlin's invoices relating to such material, concepts and ideas have been settled.

LIMITED LIABILITY

Work will be undertaken according to the professional standards, principles and practices generally accepted in the IT industry. In no event shall the liability of PC Gremlin exceed in value monies paid under the terms of the quotation or contract.

ASSIGNMENT

The contract or quotation may not be assigned to any other party.

TERMINATION OF MAINTENANCE CONTRACTS AND RECURRING CHARGES

If either party wishes to terminate a maintenance contract or recurring charge then notice must be served in writing 30 days in advance and all outstanding costs must be settled by that date.

DATA PROTECTION

PC Gremlin fully comply with the requirements of the Data Protection Act. Data held by PC Gremlin is held securely, only accessed by PC Gremlin staff and is not passed on to any third party.