

ADMINISME - TERMS & CONDITIONS (August 2013)

A Hire Agreement will be issued for each booking clearly detailing the rates that will be applicable for that assignment. This must be accepted and returned prior to commencement of the assignment.

Once ADMINISME has accepted the assignment and we have completed the Hire Agreement any cancellations must be made 5-days prior to the booking commencement date. Cancellations after this time will be charged in full.

Should ADMINISME be unable to fulfil a confirmed booking due to unforeseen circumstances then we will endeavour, where reasonably practicable, to supply an alternative arrangement.

A timesheet will be completed for each assignment; this will be signed by both parties and will be used during preparation of the final invoice.

An invoice will be issued following completion of the assignment. This is payable within 15-days of date of invoice.

Any additional costs which ADMINISME incurs whilst carrying out the assignment will be chargeable in addition to the hourly rates. For example; stationery, postage, telephone, fax etc.

For the purposes of calculating mileages and to avoid any disputes over distances travelled we will use Bing maps driving directions facility and their suggested route will be considered accurate.

All work is double checked before issue but you remain responsible for final proof reading to ensure the work is correct.

All of our business dealings will remain confidential and any of your business information that ADMINISME has access to during the course of an assignment will remain confidential. ADMINISME will not pass on or sell any of your details to any third party for any reason.

Computers belonging to ADMINISME are protected by virus & firewall software and all reasonable precautions will be taken to ensure no viruses etc. are transmitted or passed on.

ADMINISME do not use on line storage facilities. All work completed on our computers will be stored on the "C" Drives with regular back-ups carried out and stored securely off site. Copies of this work can be made available if required.

ADMINISME will not be liable for any system failures which result in any losses but will take all reasonable steps to prevent such occurrences from happening.

Any failure of client's equipment that happens whilst I am using it is the responsibility of the client unless it can be proven that there was negligence on my part.

All clients must ensure they have satisfactory public liability insurance and are aware of the Health & Safety at Work etc Act 1974 and ensure a safe and secure working environment prior to commencement of an on site assignment.