

# ABC Company Terms of Business

<b>Project Name:</b>
<b>Client:</b>
<b>Address:</b>
<b>Email:</b>
<b>Contact Name:</b>

## **Project summary**

This project involves.....

## **Outcome(s)**

The outcomes that will be delivered are.....

## **Services summary**

ABC is pleased to provide.....

## **Client responsibilities**

The Client undertakes promptly to provide ABC free of charge with all information and co-operation that ABC may reasonably require to enable it to proceed without interruption with the performance of its obligations under this Agreement.

## **Contract period**

One off project – to be completed by.....

## **GENERAL**

ABC may use sub-contractors to perform its obligations under this Agreement.

The Agreement shall be governed by the exclusive jurisdiction of the courts of Northern Ireland and the Parties agree to that exclusive jurisdiction.

## **Agreement**

I have read and understood this Terms of Business and the associated Annex (Payment).

**Signed on behalf of Client Business:**

**Signed on behalf of ABC:**

\_\_\_\_\_

\_\_\_\_\_

**Position:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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ANNEX (STANDARD PAYMENT TERMS & CONDITIONS OF ABC Company)

## PAYMENT

- 1.1. The charges for the Service shall be as follows:
  - a. 50% upfront i.e. £XXX
  - b. 50% on completion i.e. £XXX, paid within 14 days of final invoice

All prices are exclusive of VAT.

- 1.2. If ABC needs to vary the prices due to changes in the nature of the contract of services, we will aim to notify the Client at least one week in advance, unless urgency dictates a shorter period, which will be agreed with the Client and any update will be detailed in a new Annex (Standard Payment) document.
- 1.3. ABC reserves the right to charge interest on all outstanding amounts owed to ABC and not paid in accordance with this Agreement. Until payment in full is received by ABC, interest shall be charged at a rate of 8% above Bank of England base rate for the time being per month. Interest shall accrue notwithstanding termination of this Agreement for whatever reason. The Client shall also pay all legal fees and other costs of collection of overdue amounts, if any.
- 1.4. If payment is not made within 60 days of invoice ABC reserves the right to end this Agreement and/or ask the Client to immediately pay the balance of all monthly charges due until the end of the Period.
- 1.5. The Client may terminate the Agreement by giving at least one month's notice and subject to any outstanding invoices and work incurred being paid in full.