

SURE FIRE TECHNICAL SERVICES LTD

Standard Conditions of Survey Quotation

The Quotation / Estimate is based on the following conditions being met by the client unless the quotation specifically states that Sure Fire Technical Services have included for carrying out any specific item from these conditions separately on the quotation / estimate. If the client wishes any of the services to be carried out by Sure Fire Technical Services on the day then this should be notified to the company in advance and a separate price for these services will be added to the Quotation / Estimate.

If you are in any doubt about any item in these conditions and wish to receive a further quotation to include any of these services or for the adjustment of any of these terms.

Safety: - The surveyor will have appropriate personal safety equipment for use in normal domestic properties and on a standard construction site where domestic properties are being built. If there are any special health and safety requirements for the site / location then these must be notified to Sure Fire Technical Services prior to commencement and if additional equipment or precautions are required to carry out the works and this results in an additional cost to Sure Fire Technical Services Limited then these costs will be added to the Quotation / Estimate value.

Access and site conditions: - Access arrangements are to be made by the client to enable safe and clear access to the fireplace / appliance for all inspections, surveys and tests.

If there are any gas appliances installed in a flue that is to be surveyed then this must be safely removed by a CORGI registered competent person prior to our arrival on site, our surveyors are not CORGI registered and cannot remove or reconnect any gas appliances.

- **NOTE:** - *Where a pressure or soundness test is to be carried out on the chimney then the client must provide safe access to the terminal of the chimney. Access to the chimney terminal can only be provided by Sure Fire Technical Services for standard chimneys where access can be gained using a Ladder and roof crawler, this will be identified as a separate item in the Quotation / Estimate if it is included in that Quotation / Estimate.*

In all cases, the chimney and appliance must be swept and cleaned prior to the arrival of the surveyor unless the sweeping of the chimney by Sure Fire Technical Services has been agreed and is identified as a part of the quotation.

Failure to provide services as identified: - If as a result of any of the above terms not being met when the surveyor arrives on site it may result in some or all of the works not being possible then all the travel costs will be charged and if any work is carried out on site or any report is possible then this will be done at the hourly rate given on the Quotation / Estimate.

Payment terms acceptance period: - The period for which the Quotation / Estimate is valid will be 28 days or as quoted on the Quotation / Estimate.

The payment terms for the invoice are stated on the Quotation / Estimate and must be adhered to unless agreement is reached prior to the arrival on site of the surveyor.

PLEASE NOTE - VAT: - Sure Fire Technical Services Limited are a Vat registered company and Vat will be payable on all parts of the quotation, all prices are deemed to be excluding Vat unless specifically stated on the quotation.

Standard Conditions of Training bookings

For individual delegates on courses payment must be received in full in advance of the course and Sure Fire Technical Services Ltd standards terms of cancellation apply

For full courses booked by a client there will be a deposit to be paid amounting to 50% of the total course costs and Sure Fire Technical Services Ltd standard terms of cancellation will apply

Payment terms acceptance period: - The period for which the Quotation / Estimate is valid will be 28 days or as quoted on the Quotation / Estimate.

The payment terms for the invoice are stated as 28 days from the day of issue unless agreed in advance

If payment is not received by the due date then the company reserves the right to add interest to the sum outstanding at a rate of 2% above the base rate at the time of the invoice being issued. If there are any queries regarding the invoice value or any other issue that may relate to payment of the invoice then this must be notified to Sure Fire Technical Services Limited within 7 days of the date of the invoice.

PLEASE NOTE - VAT: - Sure Fire Technical Services Limited are a Vat registered company and Vat will be payable on all parts of the quotation, all prices are deemed to be excluding Vat unless specifically stated on the quotation.

Terms of cancellation –

Training courses - individual delegates –

If a cancellation is made prior to 14 days before a course a full refund will be provided with an administration fee £25.00 deducted.

If a cancellation is made between 14 and 7 days before a course a 50% refund will be provided unless we are able to fill your place when a full refund will be provided with an administration fee £25.00 deducted.

If a cancellation is made after 7 days before a course a no refund will be provided unless we are able to fill your place when a full refund will be provided with an administration fee £25.00 deducted.

Training courses - Full course organisers –

If a full course is booked and a cancellation is made 30 days before the event, the deposit will be returned with an administration fee of £25 deducted. (Note that if Sure Fire Technical Services Ltd is held responsible for a loss of deposit from suppliers this will be recharged irrespective of the period of notice)

If a full course is booked and a cancellation is made between 30 & 14 days before the event, the deposit will not be returned (note that if Sure Fire Technical Services Ltd are held responsible for a loss of deposit from suppliers this will be recharged irrespective of the period of notice)

If a full course is booked and a cancellation is made less than 14 days before the event the deposit will not be returned and Sure Fire Technical Services Ltd, reserve the right to charge any additional costs it may incur. (Note that if Sure Fire Technical Services Ltd is held responsible for a loss of deposit from suppliers this will be recharged irrespective of the period of notice).