## **Terms and Conditions**

Please read these terms and conditions carefully and print and keep a copy of them for your reference.

These terms and conditions should be read in conjunction with my *website terms of use* and *privacy policy*.

### 1. About me

The website <a href="www.remcad.com">www.remcad.com</a> is owned and operated by:

Matthew Paul Harrison remCAD 4 St Johns Crescent Tyler Hill Canterbury Kent CT2 9NB

My contact details are:

email: <a href="matt@remcad.com">matt@remcad.com</a>
Telephone: 01227 453472

# 2. Placing an order

- 2.1. When you make an enquiry with me I will quote for the work as accurately as possible with the information provided at that stage.
- 2.2. If on receipt of the full required information I decide that the initial quotation needs to be amended, I will let you know before undertaking any further work.
- 2.3. On completion of the work, I will email the drawings to you in PDF & DWG formats along with the invoice.
- 2.4. If you are not entirely happy with the work I will make any reasonable required changes to the drawings & re-send, without any additional cost. If I feel the changes are un-reasonable, I will advise you of any additional charges before commencing any further work. If agreed, I will send an additional invoice for the additional work along with the updated drawings.
- 2.5. Invoices should be paid within 14 days of the drawings completed to your satisfaction. If payment is not received within this time I may refuse to undertake any further work for you or your company.

#### 3. Responsibilities

- 3.1. You, the client, take full responsibility for the accuracy of my work.
- 3.2. I will not take responsibility for any failures of items or equipment manufactured from my drawings that may result in damage or injury.

- 3.3. I take no responsibility for the final purpose of any equipment manufactured from my drawings.
- 3.4. I assume that information supplied to me is owned by the supplier and accept no responsibility for plagiarised work.
- 3.5. All work undertaken by me will be done as quickly as possible. I will not accept responsibilities for any penalties incurred as a result of late deliveries of items or equipment manufactured from my drawings.

## 4. Confidentiality

- 4.1. Information supplied to me will be used solely to produce the required drawings & will not be forwarded on to any third parties without prior written permission from the supplier.
- 4.2. Drawings produced by me will only be supplied to the client and not be sent to any third parties.
- 4.3. Drawings will be supplied via email. Every effort will be made to maintain the security of all information supplied or transmitted by me but data transmitted electronically is never completely secure and a guarantee of the security of data transmitted electronically cannot be given.

### 5. Force Majeure

Neither party shall be liable to the other for any failure to perform any obligation under any agreement which is due to an event beyond the control of such party including but not limited to any Act of God, terrorism, war, political insurgence, insurrection, riot, civil unrest, act of civil or military authority, uprising, earthquake, flood or any other natural or man made eventuality outside of our control, which causes the termination of an agreement or contract entered into, nor which could have been reasonably foreseen. Any Party affected by such event shall forthwith inform the other Party of the same and shall use all reasonable endeavours to comply with the terms and conditions of any agreement contained herein.

# 6. Changes to these terms

These terms and conditions were last changed on 15<sup>th</sup> May 2013.

These terms and conditions apply to your order.

These terms and conditions may be changed at any time, so please do not assume that the same terms and conditions will apply to future orders.