

## Asbestos In-house Training Standard Terms and Conditions

1. The Terms and Conditions detailed herein are general in nature and refer to all works, regardless of type carried out, or to be carried out, by UK asbestos specialists Limited, or any of the subcontract consultants, unless otherwise stated in the quotation for such works.
2. Work quoted for will be carried out following the receipt of a client order by UK asbestos specialists. Verbal orders will only be acted upon following the return of a UK asbestos specialists official order confirmation.

### PAYMENTS

3. All prices quoted by UK asbestos specialists with a view to undertaking a contract, are exclusive of VAT.
4. All works will be invoiced at least 14 days before works are carried out, & subject to the same terms as section 5 of this document.
5. Payment must be received before any training courses commence, unless otherwise agreed in writing. Any training where:
  - i. the proposal form is not returned within 5 days of issue to confirm the date booked, can be cancelled or amended at our discretion or;
  - ii. payment has not been received will be cancelled 14 days before the training or site visit is due to commence;
  - iii. the client cancels the agreed booking UK asbestos specialists reserve the right to charge a levy of 50% of the proposed works if cancelled within 14 days of the work, less that 14 days will result in the full agreed sum being charged.
6. UK asbestos specialists reserve the right to request part payment for works carried out, such as the preparation of training material, if any non-payment of invoice is received within the stated times above.
7. UK asbestos specialists reserve the right to charge interest on the full invoice value of any overdue or non-payment invoice during dispute at a weekly rate of 6% above current base rate. Any external charges made to recover outstanding invoices will be passed on to the client.
8. UK asbestos specialists reserves the right to adjust prices quoted in its literature if necessary, after a 90 day period from publication of such literature, this will not affect fees already paid.

### IN HOUSE COURSES (CLIENTS VENUE)

9. The client agrees to provide an adequate training room for the number of delegates to be trained. Where the course requires an examination, the client must ensure the room is suitably sized to accommodate an exam room layout, failure to ensure this may result in non examination at the clients expense.
10. All audio and visual equipment will be provided by UK asbestos specialists, the client must provide a screen or wall to project on to, along with suitable power points for the tutors use.
11. Where the booked course requires practical assessment such as BOHS P406 and New Operative, the client must supply all tools and equipment viz enclosure, airlocks, DCU, overalls, RPE etc. to ensure the practical assessment can be carried out in accordance with the examination body.
12. Course fees include tuition, course notes, writing materials and all expenses incurred by UK asbestos specialists employees i.e. overnight and travel expenses.
13. Examination or Certificate courses – results will be conveyed to the course Contact and certificates issued to same, unless otherwise requested.