



seeing is believing

2009

**DESIGN & CONSULTANCY SERVICES
TERMS AND CONDITIONS OF SERVICE**

LONGBRIDGE MEADOW, CULLOMPTON, DEVON. EX15 1BT

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1. DEFINITIONS AND GENERAL

- 1.1 "Client" means any person, partnership or company whose request for the provision of services is accepted by BDi (GB) Ltd. (hereinafter referred to as BDi).
- 1.2 For the avoidance of doubt BDi itself shall have no liability whatsoever to the Client under these conditions.
- 1.3 These conditions shall apply to all services provided by BDi to the Client ("Services") unless otherwise agreed in writing. These conditions shall take effect to the exclusion of any other terms and conditions of the Client or otherwise. No prior correspondence, addition to, variation or waiver of these conditions shall be binding unless agreed in writing by BDi. The headings in these conditions shall not affect their construction or interpretation.
- 1.4 For the avoidance of doubt these terms and conditions shall apply to all services offered by BDi with the express exclusion of photography which is covered by a separate set of terms and conditions titled "Commercial Imagery Terms & Conditions". Should any ambiguity arise as to which set of conditions apply – this document shall supersede all other terms and conditions unless expressly confirmed in writing by BDi.

2. PROVISION OF SERVICES

- 2.1 BDi shall provide the Services according to the written instructions received from the Client from time to time for the fee agreed in writing. In default of agreement BDi shall charge for the Services at its usual rates for such work – at the rate of £72.50 / hour or part thereof.
- 2.2 Where a member of BDi staff is named as the person to provide the Services BDi shall be entitled, on giving reasonable notice, to use other staff or contractors of comparable skill and experience to supply the Services.
- 2.3 Unless otherwise agreed in writing, BDi may correspond by the Internet or other electronic media. In such cases BDi will take reasonable steps to safeguard the security of the information transmitted, but will not accept liability for its security and confidentiality beyond these steps.

3. THE CLIENT'S OBLIGATIONS

- 3.1 The Client warrants that all information provided by or for him to BDi will be full and accurate.
- 3.2 The Client will be responsible for assessing the recommendations and advice given by BDi and for any commercial decisions that it makes. The Client is responsible for taking into account the limitations in the instructions given to BDi, and commercial and other factors, of which the Client and its other advisors are, or should be aware.
- 3.3 The Client will ensure that all legislative health and safety requirements are complied with in relation to employees of BDi working on the Client's premises.
- 3.4 The Client will ensure that its employees attending BDi' premises will comply with statutory and BDi health, safety, welfare, information technology and security arrangements.

3.5 Delivery, maintenance and insurance of materials and equipment provided by the Client shall be the responsibility of the Client. BDi will be responsible for its own materials and equipment. If for any reason the service require equipment to be loaned, hired, assigned to or left in the care of the client (e.g. overnight in offices), the client will ensure that appropriate security and insurances are in place to cover damage or loss (in whole or in part) to BDi's equipment on a new for old, same day replacement basis. If any loss or damage occurs to BDi's equipment whilst in the Client's care the client will notify BDi with immediate effect of such incident occurring and will take all reasonable steps to ensure that losses are mitigated and damage repaired with no further loss to BDi. BDi reserve the rights to recharge recurring costs to the Client arising from any losses described above.

3.6 The Client will indemnify BDi against claims brought or threatened by third parties (including all liabilities, losses, reasonable legal fees and internal management and administrative costs arising from such claims) as a result of or connected with the Services except to the extent that BDi is legally liable to the Client.

4. PAYMENT TERMS

4.1 Unless otherwise agreed in writing all sums due to BDi are due within 21 days of invoice date. BDi reserves the right unilaterally to vary payment terms by giving prior written notice.

4.2 If any payment is not made to BDi by the due date:

- (i) BDi reserves the right to cease to provide the Services and, if it thinks fit, terminate the contract;
- (ii) the Client agrees that payment for all Services carried out by BDi up to that date shall become due and payable forthwith whether or not an invoice has been issued in respect of that work and notwithstanding that 21 days may not have expired since the invoice date; and
- (iii) BDi reserves the right to charge interest on any overdue payment at the rate of 10% per month or part thereof beyond the due date.

4.3 Unless otherwise agreed the Client shall reimburse BDi for all expenses properly incurred by BDi in the discharge of the Services.

4.4 BDi reserves the right to take up credit, bank and other references.

5. WARRANTIES AND LIABILITIES

5.1 BDi will use reasonable skill and care in carrying out the Services. BDi advice is based upon the business climate and circumstances prevailing at the time the advice is given or the service provided. BDi accepts no responsibility for any external factors which may later change or fluctuate or of which BDi cannot reasonably be expected to be aware.

5.2 The parties agree that BDi advice will only apply in the context of the instructions given by the Client to BDi. BDi will not accept liability for use by the Client in any other circumstances.

5.3 Any advice or recommendations given by BDi as part of the Services will not be binding on BDi unless confirmed by BDi in writing.

5.4 Any work carried out for the Client by BDi outside the Services and for which BDi does not charge the Client shall not be, or deemed to be, subject to any contract between BDi and the Client. BDi will not expect or agree to the Client relying upon such work and BDi excludes all liability in contract and in tort, including for negligence, for such work.

5.5 BDi will not be liable for any of the following arising from provision of the Services (including arising from negligence):

- (i) loss of anticipated profits or expected future business;
- (ii) damage to reputation or goodwill;
- (iii) damages, costs or expenses payable by the Client to any third party;
- (iv) loss of any order or contract; or
- (v) indirect or consequential loss of any kind.

5.6 BDi will not be liable for

- (i) any failure or delay in carrying out the Services attributable to any act or omission, or delay by the Client, its employees or contractors; or
- (ii) any products supplied by a third party.

5.7 The Client shall bring any claim related to the Services within six months of

- (i) the relevant incident; or
- (ii) the date when the Client ought reasonably to have been aware of the existence of the claim. BDi excludes liability for claims brought outside this time limit.

5.8 The liability of BDi in contract, negligence or otherwise relating to the Services shall be limited to the reasonable cost of remedying any defect in the Services or other matter constituting a breach and in no circumstances shall the liability of BDi exceed the greater of £10,000 or one-and-one-quarter times the total paid by the Client to BDi for the Services.

5.9 Nothing in this clause 5 shall limit the liability of BDi for death or personal injury caused by its negligence.

6. TERMINATION

6.1 Without prejudice to their other rights, a party may terminate the contract if

- (i) the other party commits a material irremediable breach or fails to remedy a material and remediable breach within 21 days of receipt of written notice to do so;
- (ii) the other party has an administrator or administrative receiver appointed over all or any of its assets or goes into insolvent liquidation; or
- (iii) an event within the scope of condition 9.2 prevents or delays BDi from carrying out the Services for 60 consecutive days or more.

6.2 Payment for all Services carried out up to and including the date of termination shall be due immediately on termination by the client pursuant to condition 6.1.

6.3 Payment due on termination by BDi pursuant to condition 6.1 shall include:

- (i) payment for all Services carried out up to and including the date of termination; and
- (ii) reimbursement to BDi of the cost of any commitments entered into by BDi on the assumption that it would supply all the Services.

7. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

7.1 Subject to the following and to clause 2.3 BDi will treat as confidential all trade secrets and confidential information received from the Client relating to the Services concerning the Client or its business. BDi will not disclose such information to a third party without the prior written consent of the Client. BDi may use information obtained while providing the Services for the compilation of statistics.

7.2 All information and advice provided by BDi to the Client is for the sole use of the Client and shall not be disclosed or made available by the Client to any third party without the prior written consent of BDi.

7.3 Neither party shall be prevented from disclosing information which:

- (i) is or becomes public knowledge;
- (ii) is or becomes known from other sources without restriction on disclosure;
- (iii) is required to be disclosed by law; or (iv) the recipient party can prove is or has been independently developed by the recipient.

7.4 The Client will neither display nor use either the name "BDi" or the BDi logo nor will the Client disclose to any third party BDi' involvement in the Services without the prior written consent of BDi, unless legally required to do so.

7.5 All copyright in working papers, reports and other materials produced by BDi shall vest in BDi.

8. BDi STAFF

8.1 The Client shall not during the provision of the Services or within 12 months after the completion of the such without BDi' prior written consent offer employment to any member of BDi staff or any subcontractor, partner or third party introduced by BDi who has carried out work in connection with the Services or engage any such person either directly or indirectly to provide services to the Client.

8.2 If the Client is in breach of condition 8.1 the Client agrees to pay to BDi, on demand, a sum equal to 50% of the total remuneration package offered following his or her departure. The Client acknowledges that this sum represents a genuine and fair assessment of the likely loss to BDi.

9. LEGISLATION AND THIRD PARTY MATERIALS

9.1 If two or more parties engage BDi to supply Services in respect of a particular contract then such parties shall be jointly and severally liable for payment for the Services.

9.2 BDi will not be liable for any failure or delay in carrying out the Services due to any circumstances beyond its reasonable control.

9.3 Any notice by either party shall be deemed to have been properly given if delivered by hand, sent by first class recorded delivery post to the other party at its address notified in writing, and shall be deemed to have been delivered two working days after the date of posting.

9.4 Any condition found to be invalid or unenforceable shall be severed, and the remaining conditions shall continue to be valid and enforceable as if the contract had been agreed without the invalid or unenforceable condition.

9.5 The contract to which these terms and conditions apply shall be governed by English law and the parties submit to the non-exclusive jurisdiction of the English courts.

9.6 Conditions 7 and 8 shall remain enforceable irrespective of termination of the contract or completion of the Services for whatever reason. Termination or completion shall not prejudice the accrued rights or liabilities of either party.

9.7 A person who is not a party to this Contract has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any condition of this Contract. This does not affect any right of a third party which exists other than pursuant to that Act.



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B D I (GB) Limited

Registered in England No. 5801185

Registered Office: 21, Angel Hill, Tiverton, Devon.

Managing Director / Co. Sec: Ian Firth *BSc (Hons) MRICS*