

Our standard contract terms and conditions follow:

Fees and payment arrangements;

1. Fees will be charged hourly in direct relation to the amount of time spent on the works, subject to a minimum fee per calendar month. Hours charged will be calculated daily and subject to a minimum of one hour and a maximum of 8 hours in any one day.
2. CeTurn Ltd rates are fixed annually in October.
3. CeTurn Ltd will raise the first invoice on 1st Month at the start of an assignment.
4. Pre-payment of a significant part of the contract fee is normally required.
5. All invoices to be paid within 28 days of receipt. Late payment will be subject to a daily surcharge at the prevailing Bank of England interest rate plus 5%.

Expenses

6. The client will reimburse CeTurn Ltd for reasonable expenses incurred in relation to the provision of the works.
7. For the avoidance of doubt such expenses will include travel costs from the Place of Work to client offices. Travel will be charged at 0.55p/mile for vehicle mileage and 1st Class for rail and other public transport. Expenses will also include computer consumables, such as paper and toner cartridges, and communications costs.
8. CeTurn Ltd will provide its own computing services (hardware and software) except where it is agreed that the purchase by CeTurn Ltd of specialist software or hardware is necessary for the completion of the works. In such circumstances the client will agree to refund to CeTurn any such costs incurred.
9. CeTurn Ltd will use reasonable endeavours to ensure that any expenses incurred are necessary in the execution of the works.

Verification

10. CeTurn Ltd will not provide the client with an individual breakdown of hours worked and expenses incurred. In the event of a dispute arising in relation to hours worked or expenses charged, CeTurn Ltd agree that an agent appointed by the client may have full and unfettered access to all CeTurn records and accounts, subject to the agent accepting a confidentiality obligation in respect of other clients of CeTurn Ltd.

All invoices will be subject to VAT where appropriate.

Early termination

11. Assignment specific.

Force Majeur

12. The parties accept that events outside their control could give rise to circumstances where it is necessary or desirable to suspend the work forthwith. Such events will normally fall into the general meaning or understanding of the term 'Force Majeur'. In the event of such circumstances arising the party unable or unwilling to pursue the work will issue a notice of suspension to the other party. In the event of such a notice being issued the work will be immediately suspended and all invoiced amounts will be paid.
13. Should the parties determine to resume the work following a Force Majeur event this will be subject to terms and arrangements to be agreed by the parties at that time.

Place of work

14. The activities of CeTurn Ltd shall normally take place at the offices of CeTurn Ltd. From time to time it may be necessary for the staff of CeTurn Ltd to undertake work at the offices the client. In such circumstances, the client will undertake to use reasonable endeavours to accommodate the staff of CeTurn Ltd.
15. The client will provide CeTurn Ltd with whatever information and data as they require in order to undertake the works.

Confidentiality

16. All work undertaken by CeTurn Ltd on behalf of the client shall be subject to strict commercial confidentiality. Such confidentiality to last indefinitely beyond the termination of this contract.

Conflicts of Interest

17. CeTurn Ltd undertake that during the period of the execution of work that they will undertake no work for or on behalf of direct competitors of the client in areas directly related to the works.

Maintenance of Brand

18. The parties (CeTurn Ltd and the client) will agree to ensure that in all works and contacts in the provision of the services that they will endeavour to support and enhance the image and brand of each other.