

General terms and conditions

Spire Associates Limited Structural Engineering - Company - shall provide the following services at the request of:

-----: - *Client*

1. Structural engineering services relating to any proposed alteration / extension or rebuilding of the ----- building. This service will include the production of structural calculations, sketches and drawings, and general specification where required. Any additional services can be negotiated if required for each individual property.
2. The appointment shall be on the terms and conditions of the relevant part of the ACE Conditions of Engagement and the terms and conditions stated below. In the event of a conflict between the terms of this document and the terms and conditions incorporated by reference, the terms of this document shall prevail.
3. The profession fees relating to the service will be calculated depending on the scope of the works. For large-scale projects the company will submit a fee proposal before any works are started for a written agreement in the form of an order or a letter of instruction from the *client*. These projects would be on a lump sum basis calculated either by estimated time, multiply by our standard hourly rate or a percentage of the contract value, which ever is more appropriate for the project.
4. For small-scale projects fees would be paid on a time basis. The rate will be subject to review each year on 1st April. Notification of any increase in rate will be provided in advance.
5. Local travelling and general printing costs will be included in the fees as stated above, however if multiple copies of documents are required or if any other extraordinary costs are incurred, these will be charged at cost following prior agreement.
6. Invoices will be submitted on monthly basis, or at agreed stages depending on size of project.
7. Payments shall become due on submission of the invoice and the final date for payment shall be 15 days after the invoice date. The *company* reserves the right to charge interest on overdue accounts at the discretion of the companies directors unless a prior credit arrangement has been agreed. Any interest charged will be no more than 2% above the HSBC base rate.
8. Nothing in this agreement confers or purports to confer on any third party and benefit or right to enforce any term of this agreement pursuant to the Contracts (Rights of Third Parties) Act 1999.

SignedDirector:

Spire Associates Limited - Company

Date:

SignedClients representative:

----- *Client*

Date: