

## **TERMS AND CONDITIONS OF BUSINESS FOR Craving Sushi Design Limited**

### **1. DEFINITIONS**

The following expressions shall have the following meanings:

- 1.1. "Consultant" means Craving Sushi Design Limited of 2A Valkyrie Road, Westcliff-on-Sea, Essex, SS0 8BU, United Kingdom;
- 1.2. "Client" means any person who purchases Services from the Consultant;
- 1.3. "Proposal" means an estimate, quotation or other similar document describing the Services;
- 1.4. "Services" means the consultancy services as described in the Proposal;
- 1.5. "Terms and Conditions" means the terms and conditions of supply of Services as set out in this document and any subsequent terms and conditions agreed in writing by the Consultant;
- 1.6. "Agreement" means the contract between the Consultant and the Client for the provision of the Services incorporating these Terms and Conditions;
- 1.7. "Intellectual Property Rights" means any patent, trademark, service mark, registered design, copyright, design right, right to extract or exploit information from a database, database rights, know-how, confidential information or process, any application for any of the above, and any other Intellectual Property Right recognised in any part of the world whether or not presently existing or applied for;
- 1.8. "Mediator" is the party nominated to resolve a dispute between the Consultant and the Client.

### **2. GENERAL**

- 2.1. These Terms and Conditions shall apply to the Agreement for the supply of Services by the Consultant to the Client and shall supersede any other documentation or communication between parties.
- 2.2. Any variation to these Terms and Conditions must be agreed in writing by the Consultant.
- 2.3. Nothing in these Terms and Conditions shall prejudice any condition or warranty, express or implied, or any legal remedy to which the Consultant may be entitled in relation to the Services, by virtue of any statute, law or regulation.

### **3. PROPOSAL**

- 3.1. The Proposal for Services is attached to these Terms and Conditions.
- 3.2. The Proposal for Services shall remain valid for a period of 21 days.
- 3.3. Craving Sushi Design Limited is not bound to honour offers that have expired.
- 3.4. The Proposal must be accepted by the Client in its entirety.
- 3.5. The Proposal is not binding until an acceptable timetable for the work has been agreed by both parties. This timetable must be agreed within the 21 days that the Proposal is valid. If an acceptable timetable has not been approved by both parties within 21 days of the Proposal being made, the Proposal is deemed to have expired.
- 3.6. The Agreement between the Consultant and the Client, incorporating these Terms and Conditions, shall only come into force when the Consultant confirms acceptance in writing to the Client.

### **4. SERVICES AND DELIVERY**

- 4.1. The Services are as described in the Proposal.
- 4.2. Any variation to the Services must be agreed by the Consultant in writing.
- 4.3. The Services shall commence on [START DATE] and continue until [FINISH DATE] unless terminated according to the terms of this Agreement.

OR

- 4.3. The Services shall commence on [START DATE] and continue until terminated by either party giving not less than 10 days notice in writing or unless terminated according to the terms of this Agreement.
- 4.4. The Services shall be carried out at the place of work of the Consultant or the Client or any other location that the Consultant deems appropriate.
- 4.5. The Consultant shall provide technical support, if required, by phone or by e-mail during the hours of 9am – 6pm GMT. If an issue occurs outside these hours the client may e-mail the Consultant or leave a telephone message on the office number +44 (0)1702 344 118. The Consultant will endeavour to respond to the client by the start of the next business day.
- 4.6. Website installation on the Internet is limited to the uploading of all necessary files to the Host, and testing of functionality. No registration of the Website with Search Engines will be undertaken unless otherwise agreed with the Client.
- 4.7. Dates given for the delivery of Services are estimates only and not guaranteed. Time for delivery shall not be of the essence of the Agreement and the Consultant shall not be held liable for any loss, costs, damages, charges or expenses caused directly or indirectly by any delay in the delivery.

### **5. PRICE AND PAYMENT**

- 5.1. The price for Services is as specified in the Proposal and is inclusive of VAT and any other charges as outlined in the Proposal.
- 5.2. The terms for payment; a non refundable deposit of 40% of the total fee payable under the contract is due immediately upon commencement of the work. The remaining 60% (or outstanding balance) shall become due when the work is completed.
- 5.3. All direct costs and expenses incurred by the Consultant in connection with the provision of the Services will be re-charged at cost or according to standard charges as described in the Proposal and are payable by the Client on production of the appropriate receipts.
- 5.4. The Client must settle all payments for Services within 21 days from the invoice date.
- 5.5. The Consultant understands and will exercise our statutory right to interest and compensation for debt recovery costs under the Late Payment of Commercial Debts (Interest) Act 1998 if we are not paid according to agreed terms.

- 5.6. The Client will pay interest on all late payments at a rate of 13.5% per annum above the base lending rate of The Bank of England + 8%.
- 5.7. The Consultant is also entitled to recover all reasonable expenses incurred in obtaining payment from the Client where any payment due to the Consultant is late.
- 5.8. The Client is not entitled to withhold any monies due to the Consultant.
- 5.9. The Consultant is entitled to vary the price to take account of:
  - 5.9.1. any additional Services requested by the Client which were not included in the original Proposal;
  - 5.9.2. any additional work required to complete the Services which was not anticipated at the time of the Proposal;
  - 5.9.3. any reasonable increase in hourly rate, if applicable;
- 5.10. and any variation must be intimated to the Client in writing by the Consultant.
- 5.11. The Consultant shall be responsible for the payment of National Insurance contributions as a self-employed person and for the payment of any Income Tax, VAT or other liabilities arising out of remuneration for providing the Services.

## **6. CLIENT OBLIGATIONS**

- 6.1. The Client agrees to cooperate with the Consultant and shall provide any support, information and facilities to the Consultant as may be required.
- 6.2. The Client is responsible for obtaining all necessary permits or approvals to enable the Consultant to provide the Services.
- 6.3. The Client agrees to exercise due diligence in its direction to the Consultant regarding preparation of materials and must be able to substantiate all claims and representations.
- 6.4. The Client is responsible for checking proofs/mock-ups carefully for accuracy in all respects, ranging from spelling to technical illustrations.
- 6.5. The Client shall make any necessary corrections and subsequently approve all proofs and drafts supplied by the Consultant.
- 6.6. The Client warrants that the display of and distribution of virtual images, of which they are responsible, via the internet or email, complies with all relevant legislation (including the Data Protection Act 1998 and the Property Misdescriptions Act 1991).
- 6.7. The Client agrees to refrain from directly or indirectly recruiting any person employed or engaged by the Consultant for the purpose of providing the Services for a period of six months following completion of the Services.

## **7. CONSULTANT OBLIGATIONS**

- 7.1. The Consultant shall supply the Services as specified in the Proposal.
- 7.2. The Consultant shall perform the Services with reasonable skill and care and to a reasonable standard and in accordance with recognised codes of practice.
- 7.3. The Consultant shall take all reasonable steps to avoid mistakes when providing the Services but shall incur no liability should errors be found after the Client has approved the proofs.
- 7.4. The Consultant shall have the authority to delegate any obligations to other employees or subcontractors but undertakes to notify the Client of any significant changes to personnel.
- 7.5. The Consultant cannot guarantee that any search engine will index or list any web pages or sites submitted by the Consultant. However, the Consultant will try to ensure that a site is optimised to increase the speed with which it appears on the search engines' databases.

## **8. CONFIDENTIALITY**

- 8.1. The Consultant shall keep secret and confidential all information relating to the business or affairs of the Client, the Client's subsidiaries and the Client's customers.
- 8.2. The Consultant shall ensure that any other parties to whom work has been delegated will sign an appropriate secrecy undertaking.
- 8.3. Upon completion of the project, the Consultant reserves the right to photograph, distribute or publish for our company promotional and marketing needs any work we create for the Client, including mock-ups and comprehensive presentations, as samples for our portfolio, firm news letter, brochures and similar media.

## **9. INTELLECTUAL PROPERTY RIGHTS**

- 9.1. The Consultant shall take all reasonable steps to ensure that they, or others to whom work has been delegated, refrain from causing damage to the Intellectual Property Rights belonging to the Client.
- 9.2. The Client shall not distribute any Intellectual Property Rights belonging to the Consultant to any third party without the written consent of the Consultant.
- 9.3. Any Intellectual Property Rights created as a result of the Services shall belong to the Consultant unless provisions, such as the granting of a royalty-free, world-wide, non-exclusive licence, have been made to the contrary in the Proposal.
- 9.4. The Client warrants that any material belonging to the Client and its use by the Consultant for the purpose of providing the Services will not infringe the copyright or other rights of any third party, and the Client shall indemnify the Consultant against any loss, damages, costs, expenses or other claims arising from any such infringement.

## **10. PROPERTY AND RISK**

- 10.1. Risk in any property or materials used to provide the Services shall pass from the Consultant to the Client when the property or materials leave the premises of the Consultant or on delivery if the Consultant is transporting the items.
- 10.2. Adequate insurance should be held by both parties to protect any property or materials that are within their care.
- 10.3. The Consultant provides no warranty or liability for any data either lost or damaged which is stored on any of the Consultant's or Client's equipment. It is the responsibility of the Client to keep secure copies of information.
- 10.4. The Consultant may provide a chargeable service to the Client whereby secure copies of information will be made to recordable compact discs/DVD's which may be stored by the Consultant or sent to the Client to be stored at his/her premises or any other such third party appointed by the Client.

## **11. TERMINATION**

- 11.1. The Agreement shall continue until the Services have been provided in terms of the Proposal or any subsequent date as mutually agreed in writing by both parties or until terminated by either party in accordance with these Terms and Conditions.
- 11.2. The Client may terminate the Agreement if the Consultant fails to comply with any aspect of these Terms and Conditions and this failure continues for a period of 2 weeks after notification of non-compliance is given.
- 11.3. The Consultant may terminate the Agreement if the Client has failed to make over any payment due within 2 weeks of the sum being requested.
- 11.4. Either party may terminate the Agreement by notice in writing to the other if:
  - 11.4.1. the other party commits a material breach of these Terms and Conditions and, in the case of a breach capable of being remedied, fails to remedy it within a reasonable time of being given written notice from the other party to do so; or

- 11.4.2. the other party commits a material breach of these Terms and Conditions which cannot be remedied under any circumstances; or
  - 11.4.3. the other party passes a resolution for winding up (other than for the purpose of solvent amalgamation or reconstruction), or a court of competent jurisdiction makes an order to that effect; or
  - 11.4.4. the other party ceases to carry on its business or substantially the whole of its business; or
  - 11.4.5. the other party is declared insolvent, or convenes a meeting of or makes or proposes to make any arrangement or composition with its creditors; or a liquidator, receiver, administrative receiver, manager, trustee or similar officer is appointed over any of its assets.
- 11.5. In the event of termination the Client must make over to the Consultant any payment for work done and expenses incurred up to the date of termination.
- 11.6. Any rights to terminate the Agreement shall be without prejudice to any other accrued rights and liabilities of the parties arising in any way out of the Agreement as at the date of termination.

## **12. MEDIATION**

- 12.1. Any dispute arising under this Agreement will be referred to and decided by the Mediator.
- 12.2. A party wishing to refer a dispute to the Mediator shall advise the other party of this intention in writing at any time during the term of this Agreement. The dispute must then be referred to the Mediator within seven (7) days of this intention being intimated.
- 12.3. The Mediator shall act impartially and be free to take the initiative in ascertaining the facts and the law. The Mediator must reach a decision within twenty eight (28) days of referral or such longer period as the parties may agree.
- 12.4. During the period of mediation both parties must continue with their obligations as stated in this Agreement.
- 12.5. The decision of the Mediator is binding on both parties unless and until revised by legal proceedings or agreement by both parties.

## **13. WARRANTY**

- 13.1. Both parties warrant their authority to enter into this Agreement and have obtained all necessary approvals to do so.

## **14. LIMITATION OF LIABILITY**

- 14.1. The Consultant shall not be liable under any circumstances to the Client or any third party for any indirect or consequential loss of profit, consequential or other economic loss suffered by the Client howsoever caused, as a result of any negligence, breach of contract, misrepresentation or otherwise.
- 14.2. Nothing in these Terms and Conditions shall exclude or limit the liability of the Consultant for death or personal injury, however the Consultant shall not be liable for any direct loss or damage suffered by the Client howsoever caused, as a result of any negligence, breach of contract or otherwise in excess of the sum insured under the professional indemnity insurance policy held by the Consultant in the insurance year in which the Clients claim is first notified.

## **15. INDEMNITY**

- 15.1. The Client shall indemnify the Consultant against all claims, costs and expenses which the Consultant may incur and which arise directly or indirectly from the Clients breach of any of its obligations under these Terms and Conditions.

## **16. FORCE MAJEURE**

- 16.1. Neither party shall be liable for any delay or failure to perform any of its obligations if the delay or failure results from events or circumstances outside its reasonable control, including but not limited to acts of God, strikes, lock outs, accidents, war, fire, breakdown of plant or machinery or shortage or unavailability of raw materials from a natural source of supply, and the party shall be entitled to a reasonable extension of its obligations.

## **17. ASSIGNMENT**

- 17.1. The Client shall not be entitled to assign its rights or obligations or delegate its duties under this Agreement without the prior written consent of the Consultant.

## **18. RELATIONSHIP OF PARTIES**

- 18.1. Nothing in the Agreement shall be construed as establishing or implying a partnership or joint venture between the parties or suggest that either of the parties are agent for the other.

## **19. THIRD PARTIES AND VENDORS**

- 19.1. Nothing in these Terms and Conditions intend to or confer any rights on a third party.
- 19.2. Although the Consultant may use best efforts to guard against any loss to the Client through the failure of vendors, media, or others to perform in accordance with their commitments, the Consultant is not responsible for failure on their part.
- 19.3. If the Client selects their own vendors, other than those recommended by the Consultant, you may request that the Consultant coordinates their work. If at all possible, the Consultant will attempt to do so, but the Consultant cannot in anyway be held responsible for quality, price, performance or delivery.
- 19.4. Unless agreed otherwise third parties or vendors appointed by the Client may not contact the Consultant directly, either by e-mail, telephone, fax or any other method.

## **20. SEVERANCE**

20.1. If any term or provision of these Terms and Conditions is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if these Terms and Conditions had been agreed with the invalid, illegal or unenforceable provision eliminated.

## **21. WAIVER**

21.1. The failure by either party to enforce at any time or for any period any one or more of the Terms and Conditions herein shall not be a waiver of them or of the right at any time subsequently to enforce all Terms and Conditions.

## **22. NOTICES**

22.1. Any notice to be given by either party to the other may be served by email, fax, personal service or by post to the address of the other party given in the Proposal or such other address as such party may from time to time have communicated to the other in writing, and if sent by email shall unless the contrary is proved be deemed to be received on the day it was sent, if sent by fax shall be deemed to be served on receipt of an error free transmission report, if given by letter shall be deemed to have been served at the time at which the letter was delivered personally or if sent by post shall be deemed to have been delivered in the ordinary course of post.

## **23. ENTIRE AGREEMENT**

23.1. These Terms and Conditions supersede any previous agreements, arrangements, documents or other undertakings either written or oral.

## **24. GOVERNING LAW**

24.1. These Terms and Conditions shall be governed by and construed in accordance with the law of England and the parties hereby submit to the exclusive jurisdiction of the English courts