

CONFIRMATION OF QUOTATION

To: (Client)

From: Kwintessential Contact

Company:

Date:

Dear (Client),

Thank you for commissioning Kwintessential Ltd with the provision of a British Sign Language Interpreter. I am pleased to provide you with the quote as set out below. To confirm, please read the terms of business, sign, fill in the relevant details and fax the first pages only to us at the number above.

Date	Description	Rate	Total exc. VAT @ 17.5%

Payment terms: 100% payment upon receipt of invoice within 30 days. Interest shall automatically be applied at the rate of 8% per annum over base rate [in accordance with the 'Late Payment of Commercial Debts (Interest) Act 1988'] to all overdue sums from the date on which they first become due until they are paid in full. A charge of £40 will also be charged if a third party is needed to collect overdue payments in accordance with the provisions of said Act (section 5A) as amended by the Late Payment of Commercial Debts Regulations 2002 and European Directive 2000/35/EC.

Nikki Johnson

Signed:

Prepared by Nikki Johnson
Tel: 0207 193 5458

Name: _____

Company Address: _____

Purchase Order No.: _____

Terms and Conditions

Terminology:

Kwintessential is used to refer to Kwintessential Limited.

'The Client' is used to refer to the individual /company commissioning Kwintessential services.

'The Interpreter' is used to refer to the individual providing the interpretation in the normal course of business as per the instruction of Kwintessential.

'The Service User' is used to refer to the individual benefiting from the presence of the Interpreter.

Invoicing:

For invoicing and late payment details please see details under 'Payment Terms' above.

Cancellation:

If the interpretation assignment is commissioned, agreed upon and terms & conditions signed and then subsequently cancelled, reduced in scope, or frustrated by an act or omission on the part of The Client or any third party, within 7 days of the assignment taking place then The Client shall pay Kwintessential 100% of the fees. 50% of the fees are payable for assignments which are cancelled within 8 – 14 days of the assignment taking place and 10% of fees are payable for assignments which are cancelled with more than 14 days notice.

Miscellaneous:

This agreement shall be governed and construed in accordance with the Laws of England and shall be subject to the exclusive jurisdiction of the Court of England.

Satisfaction with Services:

Any dissatisfaction must be highlighted in writing within 3 working days after the provision of the service.

Discrepancies must be submitted in a manner that accurately demonstrates the nature of the complaint.

Failure to do so will mean Kwintessential retains the right to invoice for the stated amount.

Client Accountabilities:

a) Supplementary Information

To ensure that the British Sign Language Interpreter is able to prepare effectively, the Client must provide any supplementary information at least 4 working days in advance of the assignment taking place. Such material may include, but is not limited to: power point presentations, reports, letters, diagrams, notes, briefing papers, scripts, audio / visual material.

b) Recordings

The Client will only record the British Sign Language Interpreter during the assignment with the express permission of the Interpreter

c) Venue:

It is incumbent upon the Client to ensure that arrangements are made within the venue which suitably accommodates the assignment. As such, the venue should be well lit and the Interpreter should be positioned in such a manner that the service user can clearly see the Interpreter and that the Interpreter can clearly hear the speaker.

d) Rest Breaks

The Client must ensure that the Interpreter receives ten minutes break after every thirty minutes spent interpreting.

In cases in which an Interpreter has been working in excess of four hours, a break of one hour must be given.

e) Second Interpreter

A second Interpreter must be engaged for all assignments exceeding three hours.

f) Liabilities

Kwintessential accepts no liability of any kind and however caused, arising directly or indirectly in connection with this Contract.