

## **SSG ADVISORY**

### **STANDARD TERMS FOR SERVICES**

#### **1. Definitions:**

- 1.1 “Client” means the individual or organisation to whom the SSG Advisory is providing the Services.
- 1.2 “Conditions” means the terms and conditions set out in the Contract.
- 1.3 “Consultant” means the individual(s) provided by the SSG Advisory for the performance of the Services.
- 1.4 “Contract” means this contract for services between SSG Advisory and the Client.
- 1.5 “Framework agreement” means the G-Cloud 10 contracting framework including its terms and conditions.
- 1.6 “SSG Advisory” means SSG Advisory Limited.
- 1.7 “Services” means those deliverables or services that are detailed in the letter of offer, any other supporting documentation referred to in the letter of offer, and the Client’s written acceptance.

#### **2. SSG Advisory’s duties:**

- 2.1 SSG Advisory shall provide the Client with the Services.
- 2.2 Whilst SSG Advisory will use all reasonable endeavours to ensure that the same Consultant will continue throughout an assignment, it reserves the right to change that Consultant if necessary. If it is necessary to change the Consultant, the new Consultant will undertake the necessary familiarisation period without charge to Client and subject to these Conditions.
- 2.3 SSG Advisory will not accept nor will it permit the Consultant to accept any fees, commissions or other considerations from organisations whose products are being discussed with the Client.
- 2.4 Unless specifically authorised to do so the Consultant will not attend any meeting with a third party to discuss the Services except in the presence of the Client.

#### **3. The Client agrees:**

- 3.1 Suitable accommodation will be supplied whilst the Consultant is operating from the Client’s premises.

#### **4. Fees:**

- 4.1 Fees will be invoiced as specified in the proposal. Payment terms are in-line with the framework agreement.
- 4.2 SSG Advisory Consultants record all time spent on an assignment including time spent travelling for the purposes of the assignment. No charge is made for periods when the Consultant is absent due to illness or holiday.

#### **5 Cancellation Fees:**

There are no cancellation fees.

6. **Confidentiality:**

These are in-line with the framework agreement.

7. **Copyright**

Ownership of copyright and all other intellectual property rights in materials used for the provision of the services is in-line with the framework agreement.

8. **General**

8.1 English law shall apply to the Contract, and the parties agree to the non-exclusive jurisdiction of the English courts.