TRILEC △ LIMITED

Trilec Limited.
E-mail: sales@trilec.uk
Unit 16-18, Weston Business Park
Locking Moor Road
Weston -Super-Mare
North Somerset
BS24 8RA

Date:

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QN……

Dear,

Further to your recent enquiry we have pleasure in submitting our duly completed quotation for your consideration. We note there are a number of points, upon which our offer is based, that we wish to clarify and confirm these elements as detailed below, we trust this clarification highlights the attention and interest we have afforded this project.

To undertake works in line with tender information and in association with the issued documentation.

Works can be undertaken for the lump sum of ***[£00000]*** plus V.A.T.

The price is fixed for 30 days only
Terms of payment – 30 days from date of invoice or application.

Trusting this offer will meet with your approval and awaiting your further instructions

Yours sincerely

Tristin Williams

Managing Director
Mobile:07830 391931

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General Terms & Conditions:

1. **Introduction**
   These Terms and Conditions ("Terms") govern all services provided by the Service Provider ("we", "us", or "our") to the Client ("you" or "your"). By engaging our services, you agree to be bound by these Terms unless otherwise agreed in writing.
2. **Scope of Work**
   We will provide the services as described in the agreed proposal, quotation, contract, or written communication. Any additional work requested by you may be subject to additional fees.
3. **Fees and Invoicing**
   3.1 All fees will be outlined in the quotation or proposal provided to you.
   3.2 Invoices will be issued upon completion of agreed milestones, delivery of services, or at intervals stated in the agreement.
   3.3 All invoices are due and payable within **30 days** from the invoice date unless otherwise stated in writing and agreed.
4. **Late Payments**
   4.1 Payments not received within the 30-day term may incur interest at the statutory or agreed rate until paid in full.
   4.2 We reserve the right to suspend services or withhold deliverables if invoices remain unpaid past the due date.
5. **Client Responsibilities**
   You agree to provide all necessary information, approvals, and cooperation required for us to perform the services. Delays caused by insufficient information or failure to respond may affect delivery times.
6. **Delivery and Timelines**
   Any delivery timeline provided is an estimate. While we aim to meet all deadlines, we are not liable for delays caused by circumstances beyond our control.
7. **Revisions and Amendments**
   Any amendments or variations to the agreed scope must be confirmed in writing and may result in additional charges.
8. **Confidentiality**
   Both parties agree to keep confidential all proprietary or sensitive information shared during the course of the project.
9. **Intellectual Property**
   All intellectual property rights remain with the Service Provider unless transferred under a written agreement. Upon full payment, you will receive the rights to use the deliverables for their intended purpose.
10. **Limitation of Liability**
    We are not liable for any indirect, incidental, or consequential losses arising from the services provided. Our total liability shall not exceed the amount paid by you for the services in question.
11. **Termination**
    Either party may terminate the agreement with written notice. You will be invoiced for all work completed up to the date of termination.

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12. Governing Law

These Terms are governed by the laws of the relevant jurisdiction in which the Service Provider operates, unless otherwise agreed.

13. Acceptance

Engaging our services or paying any invoice indicates your acceptance of these Terms and Conditions.

Assumptions:

1. We assume that the client or others will provide site welfare facilities for the use of Trilec Limited.
2. An agreed secure area will be available for the storage of our materials during the installation.
3. Assume all works are conducted in normal working hours unless specified
4. (Mon-Fri 08.00 -17.00) Any works required outside of these hours will incur additional costs.
5. Assumes a continuation of works throughout installation.
6. Trilec Limited has used reasonable endeavours to ascertain the client's requirements but reserves the right to alter the costs prior to accepting an order.
7. Trilec Limited will prepare all pricing and quotation documents based solely upon the information presented to date.
8. Trilec Limited is a NICEIC accredited company, registration number 604881000 and the above quotation will comply with the latest BS7671 Regulations.
9. Any deviation from initial assumptions, scope, or timelines may result in additional charges or revised delivery dates.
10. The Client is responsible for ensuring that all instructions, content, and materials provided comply with all relevant legal, regulatory, and industry requirements.
11. Where applicable, it is assumed the Client will provide necessary access to systems, premises, accounts, digital assets, or technology required to carry out the services.
12. Milestones and timelines provided are based on the assumption that the Client meets all responsibilities, including providing materials, approvals, and feedback within agreed timeframes.
13. The agreed scope of work is assumed to be clearly defined. Any additional requests, changes, or tasks not included in the initial scope may result in

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