

TERMS AND CONDITIONS

Application and Entire Agreement

1. These Terms and Conditions apply to the provision of the services detailed in our quotation (**Services**) by VALUECOM LTD a company registered in England and Wales under number 14895527 whose registered office is at 75 KING WILLIAM STREET, CITY OF LONDON, LONDON, EC4N 7BE (**we or us or Service Provider**) to the person buying the services (**you or Customer**).
2. You are deemed to have accepted these Terms and Conditions when you accept our quotation or from the date of any performance of the Services (whichever happens earlier) and these Terms and Conditions and our quotation (**the Contract**) are the entire agreement between us.
3. You acknowledge that you have not relied on any statement, promise or representation made or given by or on our behalf. These Conditions apply to the Contract to the exclusion of any other terms that you try to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

Interpretation

4. A "business day" means any day other than a Saturday, Sunday or bank holiday in England and Wales.
5. The headings in these Terms and Conditions are for convenience only and do not affect their interpretation.
6. Words imparting the singular number shall include the plural and vice-versa.

Services

7. We warrant that we will use reasonable care and skill in our performance of the Services which will comply with the quotation, including any specification in all material respects. We can make any changes to the Services which are necessary to comply with any applicable law or safety requirement, and we will notify you if this is necessary.
8. We will use our reasonable endeavours to complete the performance of the Services within the time agreed or as set out in the quotation; however, time shall not be of the essence in the performance of our obligations.
9. All of these Terms and Conditions apply to the supply of any goods as well as Services unless we specify otherwise.

Your Obligations

10. You must obtain any permissions, consents, licences or otherwise that we need and must give us with access to any and all relevant information, materials, properties and any other matters which we need to provide the Services.
11. If you do not comply with clause 10, we can terminate the Services.
12. We are not liable for any delay or failure to provide the Services if this is caused by your failure to comply with the provisions of this section (**Your obligations**).

Fees

13. The fees (**Fees**) for the Services are set out in the quotation and are on a time and materials basis.
14. In addition to the Fees, we can recover from you a) reasonable incidental expenses including, but not limited to, travelling expenses, hotel costs, subsistence and any associated expenses, b) the cost of services provided by third parties and required by us for the performance of the Services, and c) the cost of any materials required for the provision of the Services.
15. You must pay us for any additional services provided by us that are not specified in the quotation in accordance with our then current, applicable daily rate in effect at the time of performance or such other rate as may be agreed between us. The provisions of clause 14 also apply to these additional services.
16. The Fees are exclusive of any applicable VAT and other taxes or levies which are imposed or charged by any competent authority.

Cancellation and Amendment

17. We can withdraw, cancel or amend a quotation if it has not been accepted by you, or if the Services have not started, within a period of 10 days from the date of the quotation, (unless the quotation has been withdrawn).
18. Either we or you can cancel an order for any reason prior to your acceptance (or rejection) of the quotation.
19. If you want to amend any details of the Services you must tell us in writing as soon as possible. We will use reasonable endeavours to make any required changes and additional costs will be included in the Fees and invoiced to you.
20. If, due to circumstances beyond our control, including those set out in the clause below (**Circumstances beyond a party's control**), we have to make any change in the Services or how they are provided, we will notify you immediately. We will use reasonable endeavours to keep any such changes to a minimum.

Payment

21. We will invoice you for payment of the Fees either:
- when we have completed the Services; or
 - on the invoice dates set out in the quotation.
22. You must pay the Fees due within 30 days of the date of our invoice or otherwise in accordance with any credit terms agreed between us.
23. Time for payment shall be of the essence of the Contract.
24. Without limiting any other right or remedy we have for statutory interest, if you do not pay within the period set out above, we will charge you interest at the rate of 10% per annum above the base lending rate of the Bank of England from time to time on the amount outstanding until payment is received in full.
25. All payments due under these Terms and Conditions must be made in full without any deduction or withholding except as required by law and neither of us can assert any credit, set-off or counterclaim against the other in order to justify withholding payment of any such amount in whole or in part.
26. If you do not pay within the period set out above, we can suspend any further provision of the Services and cancel any future services which have been ordered by, or otherwise arranged with, you.
27. Receipts for payment will be issued by us only at your request.
28. All payments must be made in British Pounds unless otherwise agreed in writing between us.

Sub-contracting and Assignment

29. Valuecom may subcontract elements of the Services. Where subcontractors are used, Valuecom will remain fully responsible for the delivery and quality of the Services. For security and compliance purposes, Valuecom will notify the Customer of any subcontractor engaged, and the Customer may reasonably withhold approval only where the subcontractor presents a demonstrable risk to delivery, compliance or security.
30. You must not, without our prior written consent, assign, transfer, charge, subcontract or deal in any other manner with all or any of your rights or obligations under these Terms and Conditions.

Termination

31. We can terminate the provision of the Services immediately if you:
- commit a material breach of your obligations under these Terms and Conditions; or
 - fail to make pay any amount due under the Contract on the due date for payment; or
 - are or become or, in our reasonable opinion, are about to become, the subject of a bankruptcy order or take advantage of any other statutory provision for the relief of insolvent debtor; or
 - enter into a voluntary arrangement under Part 1 of the Insolvency Act 1986, or any other scheme or arrangement is made with its creditors; or
 - convene any meeting of your creditors, enter into voluntary or compulsory liquidation, have a receiver, manager, administrator or administrative receiver appointed in respect of your assets or undertakings or any part of them, any documents are filed with the court for the appointment of an administrator in respect of you, notice of intention to appoint an administrator is given by you or any of your directors or by a qualifying floating charge holder (as defined in para. 14 of Schedule B1 of the Insolvency Act 1986), a resolution is passed or petition presented to any court for your winding up or for the granting of an administration order in respect of you, or any proceedings are commenced relating to your insolvency or possible insolvency.

Intellectual Property

32. All intellectual property rights in Valuecom's pre-existing materials, methodologies, frameworks, templates, tools, and know-how shall remain the property of Valuecom.

Any intellectual property created specifically for the Customer as part of the Services will, upon full payment of the Fees, be assigned to the Customer unless otherwise agreed in writing. Valuecom grants the Customer a non-exclusive, perpetual licence to use any Valuecom pre-existing intellectual property incorporated within the Deliverables to the extent necessary for the Customer to receive the benefit of the Services.

Valuecom reserves the right to take appropriate action to restrain or prevent any infringement of its intellectual property rights.

Liability and Indemnity

33. Valuecom's liability to the Customer, whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise, shall be limited and governed by this Liability section.
34. The total aggregate liability of Valuecom arising out of or in connection with the Contract, whether in contract, tort (including negligence), breach of statutory duty or otherwise, shall be limited to the greater of:
- a. the total Fees paid by the Customer under the Contract; or
 - b. the level of Valuecom's professional indemnity insurance in place at the time of the claim.

This liability cap applies to all claims, losses and damages, whether arising in contract, tort, negligence or otherwise.

35. Valuecom are not liable (whether caused by our employees, agents or otherwise) in connection with our provision of the Services or the performance of any of our other obligations under these Terms and Conditions or the quotation for:
- a. any indirect, special or consequential loss, damage, costs, or expenses or;
 - b. any loss of profits; loss of anticipated profits; loss of business; loss of data; loss of reputation or goodwill; business interruption; or, other third-party claims; or
 - c. any failure to perform any of our obligations if such delay or failure is due to any cause beyond our reasonable control; or
 - d. any losses arising from the Customer's failure to perform its obligations under the Contract, including failure to provide information, resources or decisions.
 - e. any losses arising from the Customer's selection of the Services or reliance on outputs in ways not consistent with the agreed scope.
36. The Customer shall indemnify Valuecom against all damages, costs, claims and expenses incurred by Valuecom as a result of any loss or damage to Valuecom's property (including third-party property under Valuecom's control) caused by the Customer, its employees, contractors or agents.
37. Nothing in these Terms and Conditions shall limit or exclude our liability for death or personal injury caused by our negligence, or for any fraudulent misrepresentation, or for any other matters for which it would be unlawful to exclude or limit liability.

Data Protection

38. In supplying the Services, the Service Provider may gain access to, store, transfer or otherwise Process Personal Data relating to the Customer or its employees, contractors, or service users.
39. The parties acknowledge that, for the purposes of the UK GDPR and the Data Protection Act 2018, the Customer is the Data Controller and the Service Provider is the Data Processor in respect of any Personal Data Processed under the Contract.
40. For the avoidance of doubt, the terms Personal Data, Processing, Data Controller, Data Processor and Data Subject shall have the meanings given to them in the UK GDPR.
41. The Service Provider shall only Process Personal Data as necessary to provide the Services, and strictly in accordance with the Customer's documented instructions. The Service Provider shall not retain Personal Data longer than necessary for the delivery of the Services and shall not Process Personal Data for its own purposes or for any third party's purposes.
42. The Service Provider shall not disclose Personal Data to any third party except to employees, directors, agents, approved sub-contractors or professional advisors on a strict need-to-know basis, and only where such persons are subject to equivalent confidentiality and data-protection obligations, or where disclosure is required by law or regulation.

43. The Service Provider shall implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to the risk, in accordance with the UK GDPR, including (but not limited to) measures consistent with its Cyber Essentials certification.

44. Further details of the Service Provider's data-protection approach are set out in its Data Protection Policy, available on request from the assigned relationship manager. Any enquiries or concerns regarding data privacy may be directed to: scott.ayscough@valuecom.it.com.

Circumstances Beyond a Party's Control

45. Neither of us is liable for any failure or delay in performing our obligations where such failure or delay results from any cause that is beyond the reasonable control of that party. Such causes include, but are not limited to: industrial action, civil unrest, fire, flood, storms, earthquakes, acts of terrorism, acts of war, governmental action or any other event that is beyond the control of the party in question. If the delay continues for a period of 90 days, either of us may terminate or cancel the Services to be carried out under these Terms and Conditions.

Communications

46. All notices under these Terms and Conditions must be in writing and signed by, or on behalf of, the party giving notice (or a duly authorised officer of that party).

47. Notices shall be deemed to have been duly given:

- a. when delivered, if delivered by courier or other messenger (including registered mail) during the normal business hours of the recipient;
- b. when sent, if transmitted by fax or email and a successful transmission report or return receipt is generated;
- c. on the fifth business day following mailing, if mailed by national ordinary mail; or
- d. on the tenth business day following mailing, if mailed by airmail.

48. All notices under these Terms and Conditions must be addressed to the most recent address, email address or fax number notified to the other party.

No waiver

49. No delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy nor stop further exercise of any other right, or remedy.

Severance

50. If one or more of these Terms and Conditions is found to be unlawful, invalid or otherwise unenforceable, that / those provisions will be deemed severed from the remainder of these Terms and Conditions (which will remain valid and enforceable).

Law and Jurisdiction

51. These Terms and Conditions shall be governed by and interpreted according to the law of England and Wales and all disputes arising under the Terms and Conditions (including non-contractual disputes or claims) shall be subject to the exclusive jurisdiction of the English and Welsh courts.