

## Business & Administrative Support Services Services Ordering Form

Proprietors Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Details (email, telephone, etc): \_\_\_\_\_

Company Name /  
Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate which services you require:

Service	QTY	Unit Price	Total Price
Word Processing / Typing		£4 per page	
Word Processing / Typing with Charts, Graphs and Tables		£15 per hour	
Transcription		£20 per hour	
Proofreading		£20 per hour	
Bookkeeping		£25 per hour	
PowerPoint Presentations		£20 per hour	
Mail Merge		£15 per hour	
CV Design / Retyping		£15 1st CV £5 Extra copy	
Research		£20 per hour	
Mail Shots		50p per letter (no postage)	
Printing		20p b/w 35p colour	
Address Labels		£2 per sheet	
Data Input		£35 per 100 entries	
PDF Conversion		£5 per document	
Diary Management		£10 per hour	
Storage / Archiving		POA	
<b>Indicate eligibility for 10% discount if applicable:</b>			
Large Order / Contract (Agreed in advance by Operations Director)			
Student (Place of education to be verified)			
Voluntary and Community Group			
<b>Total Price:</b>			



## *Terms & Conditions*

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### **General**

1. All events are subject to these terms and conditions. No other terms and conditions shall be incorporated (whether expressly or implied) and no variation of these terms and conditions is effective unless it is in writing and signed on behalf of the Company and Operations Director.
2. Acceptance of a booking by the Company is provisional only until a written confirmation and booking form subject to these terms and conditions has been received by the Company. Provisional bookings will be held for 7 days after which they lapse unless written confirmation has been received by the Company.

### **Prices**

3. Prices quoted are current and the Company reserves the right to change these on giving notice to the Customer. Unless stated all prices are exclusive of VAT.
4. All payments shall be made in pounds sterling by cash, cheque or BACs payment. Personnel cheques will only be accepted for payment when accompanied by guarantee card.

### **Payment**

5. 50% non-refundable deposit is required at time of booking or on receipt of written confirmation.
6. The balance is payable no later than 5 working days before the event.
7. If a booking is required within 48 hours preceding the event, the full total is payable at time of booking.
8. In all cases the Company reserves the right to charge interest for late payment, such interest to accrue daily.
9. For all services other than room hire, the Customer will be invoiced on completion. Invoices are subject to 14 days credit terms in which time the Company will expect payment by said means at clause 4.

# *Terms & Conditions*

## **Cancellations**

10. Cancellations by the Customer must be made in writing. If the Customer cancels an event less than 48 hours prior to the event the charge will be 100% of the total price.
11. The Company reserves the right to cancel a booking if at any time:
  - i. the Customer is in breach of these terms and conditions; or
  - ii. the Customer is subject to any insolvency proceedings; or
  - iii. The booking may prejudice the reputation of the Company.

## **Variations**

12. The Company may, due to circumstances beyond its control change any arrangements relating to the bookings and will, where possible, notify the Customer of any changes prior to the event.

## **Personal Property**

13. The Company does not accept responsibility for the property of Customers or their clients, which are left at the Lodge at the owner's risk without obligation on the part of the Company.
14. Customers and their clients vehicles are parked on site at their own risk. The Company does not accept responsibility for any damaged caused to vehicles whilst parked at the Lodge.

## **Damage**

15. The Company may require a damage deposit to be paid by the Customer prior to the event. The customer shall be responsible for any damage caused to the allocated room or the furnishings or equipment therein and shall pay to the Company on demand the amount required to make good or remedy any such damage.

## **Exclusion of Liability**

14. Except in the instance of death or personal injury caused by the negligence of the Company, neither the Company nor its employees or agents shall be liable for any injury, damage, loss, delay or expense caused to the Customer, its employees, agents or clients whilst on the premises or within the boundaries of the Lodge.
15. The Company shall not, in any event, be liable for:
  - i. any consequential loss, damage, costs or expenses, or
  - ii. Any loss unless notified by the Customer within 7 days following the event.

## **Signs**

16. The Customer may not affix signs, displays or posters to the Lodge without prior consent of the Company.

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