



**Technology For Timber Limited**  
**(Trading as TFT woodexperts)**

**TERMS AND CONDITIONS  
FOR CONSULTANCY CONTRACTS**

General

These Terms and Conditions apply to all Fee-Paying and Consultancy work undertaken by Technology For Timber Limited (“TFT”). This will include contracted training courses, expert witness reports (including SJE Reports), site investigations and quality assurance assessments.

Fees

Fees are normally charged on a daily basis divided into half-day increments, with expenses (travel, accommodation, subsistence, etc) in addition. However, an all-inclusive total may be negotiated by agreement.

TFT’s daily fee rates will vary, depending upon the nature of the work done. They are available on application and are subject annual review.

Discounts may be available from the quoted daily rate; usually where there is repeat business from the same client, over a known timescale.

Payment of Invoices

Payment of fees **in full** is required **no later than 30 days** from the date of issue of the relevant fee invoice.

For one-off consultancy jobs, fees will usually be invoiced at the same time as the report is issued.

In the case of Single Joint Expert Reports, the invoice will be issued as soon as the inspection has taken place: and the final Report will only be released (simultaneously to both parties) when **both** invoices are paid.

In respect of training courses, fees may be invoiced to the client in full or in part at the commencement of the course.

All other work may be invoiced at a timescale to suit TFT.

### Cancellation Charge

In the event of any agreed and pre-booked (diaried) consultancy work being cancelled, TFT then reserves the right to charge the client a cancellation fee of up to 50% of the agreed sum, depending upon the lateness of the notification of cancellation.

Where agreed and pre-booked consultancy work (of any kind) is cancelled at 5 working days' notice or less, then 50% of those agreed fees shall be chargeable to the client.

### Confidentiality

TFT will respect client confidentiality in all matters. No reports, or minutes of any discussions, will be made available to any third party without the express agreement of TFT's client, unless so ordered by the Courts.

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