

# GREENWARD ASSOCIATES

*Building Surveyors*

## CONDITIONS OF ENGAGEMENT

- Our appointment will be in accordance with the **Conditions of Engagement for Building Surveying Services** as published by The Royal Institution of Chartered Surveyors, a full copy of which may be inspected at the office of Greenward Associates.

The following matters will **vary** the said Conditions where appropriate:-

1. Fees are exclusive of Value Added Tax and disbursements (separate current disbursement sheet attached).
  2. Interim fees are requested where matters are likely to extend beyond a four week period.
  3. All fees are payable within **seven days** of the date of invoice.
  4. Interest on balances not paid within seven days of the date of invoice accrue at the rate of 15% or 4% above the base rate in force from time to time at Barclays Bank whichever is the greater. These interest charges are part of our terms of trading and will be added to balances **without separate notice**.
  5. If during the course of our engagement any sums included in any invoice are outstanding more than seven days after the date of the relevant invoice, such delay shall amount to a breach of this agreement for the purposes of Condition 7 of the said Conditions entitling us to suspend performance of the services, save that for the purposes of such breach, we shall not be required to continue performance of the services during the period of notice provided for by the said Conditions.
- Greenward Associates have a complaints handling procedure as required by The Royal Institution of Chartered Building Surveyors, copies of which are available on request.