

## **CTLHR Ltd t/a THREER CONSULTING - TERMS OF BUSINESS**

This agreement sets out the principal terms of business between: -

CTLHR Limited t/a ThreeR Consulting and

### ***NAME OF CLIENT***

Colin Lock is the owner and sole employee of CTLHR Limited. In this document the trading name ThreeR Consulting has been used.

### **WORK TO BE UNDERTAKEN**

*Details of the brief given to ThreeR Consulting will be included here along with the client's expected outcome/s.*

### **TIMESCALE**

*Where applicable the timescale associated with the completion of the work undertaken by ThreeR Consulting will be included here.*

### **INTELLECTUAL PROPERTY**

Unless otherwise agreed, all work undertaken by ThreeR Consulting for the client will at all times remain the intellectual property of ThreeR Consulting.

### **CONFIDENTIALITY**

Work undertaken by ThreeR Consulting for the client will not be shared with any third party, without the expression permission of the client.

The work may however be shared with third parties by ThreeR Consulting once all logos and other client identifiers have been removed.

### **FEES**

All work undertaken by ThreeR Consulting will be at a pre agreed fixed price, expressed as either an hourly or daily rate, or as a fixed price. The price quoted will be an inclusive price. No additional fees will be charged unless expressly agreed with the client.

### **PAYMENT TERMS**

Invoices will be issued at the end of the month in which the work is completed, unless stage payments have been agreed with the client.

The client would be reasonably expected to settle the invoice in full within 30 calendar days of receipt.

### **PROFESSIONAL INDEMNITY INSURANCE**

CTLHR Limited holds professional indemnity insurance, with the insurance provided by AXA.

### **DATA PROTECTION**

CTLHR Limited is registered for data protection purposes with the Information Commissioners Office.

SIGNED by COLIN LOCK

Date

SIGNED by the CLIENT

Date