



PROJECT TERMS OF TRADE

1.00 Definitions:

- 1.01 The buyer' - person or organisation placing an order with the company
- 1.02 'The Company' - Whiteleaf Furniture Ltd
- 1.03 Goods' - any goods or services subject to this quotation

2.00 General:

- 2.01 Any goods or services sold by the company, will be sold in conjunction with these terms and conditions, unless otherwise agreed in writing by a director of the company.
- 2.02 These terms and conditions will supersede all and any previous agreements between the parties, information appearing in any sales literature or other documentation produced by the company.
- 2.03 Information contained in this document is intended for the addressee only. If you are in receipt of this document & are not the addressee, please contact us immediately on 01844 26 11 99.
- 2.04 Information & quantities provided within this quotation cannot be relied on by third parties.
- 2.05 Quotation covers the Whiteleaf Furniture range of contract furniture.
- 2.06 Any damages must be communicated to the company in writing within 48 hours (email) to your agreed contact.
- 2.07 On completion of works, Whiteleaf's fitting team will ensure all doors & drawers are correctly aligned & adjusted to ensure smooth operation

3.00 Price:

- 3.01 Prices open to acceptance by the buyer for a period of 90 Days from date of quote
- 3.02 Prices quoted exclude VAT @ standard rate. Other VAT rates can only be accepted upon approval of Whiteleaf's VAT office
- 3.03 Prices quoted for the goods will be given on full orders. The company may refuse any order which compromises only part of the order (quantity or goods) quoted for & reserves the right to reprice accordingly.
- 3.04 For unit prices refer to individual cost sheets attached.
- 3.05 Installation prices are for dry fit /place and do not allow for any electrical or plumbing works or commissioning. All final connections by others.
- 3.06 Appliances / White Goods Model (Reference) Numbers & prices Are Held For 30 days only.
- 3.07 Seating options are priced in the most cost effective options unless specified otherwise - other fabric options are available
- 3.08 There is no provision within these costing for the preparation of drawings & Professional Indemnity insurance is not held. Drawings (up to 3 room types) may be supplied free of charge, including one revision of each. Additional drawings or subsequent amendments are chargeable at a rate of £ 60.00 per drawing.
- 3.09 The final agreed price will be fixed for the duration of the project in accordance with the contractor's programme at time of tender. Unit rates & models cannot be guaranteed for additions to the main contract.
- 3.100 Should omissions to the scope of work be made after the issue of contract, we reserve the right to charge a standard overhead recovery rate of 15% of the sub contract price to the applicable item(s)

4.00 Payment:

- 4.01 Terms: To be agreed
- 4.02 The company will confirm any order in writing to the buyer at which time the buyer must return a signed copy confirmation.
- 4.03 These prices allow for 3% retention (1/2 released upon PC, the balance 12 months later)
- 4.04 We reserve the right to withdraw discounts / MCD should payments not be made in full to the agreed terms
- 4.05 Supply of sample/mock rooms, is subject to a 100% uplift on unit rates, which is payable in full at time of order. If a full order is for the project is placed, 50% of the sample/mock up suite uplift will be credited against the order.

5.00 Delivery & Installation:

- 5.01 A minimum of 40 working days (8 weeks) from full & final information to commencement on site is required. This includes, but is not exclusive to, drawing approval, data sheet sign off, colours / finishes selections
 - 5.02 Mock up rooms can be provided within a 4 to 6 week lead time, subject to materials availability. These are produced on a chargeable basis.
Please refer to 4.05 For payment terms.
- 5.03 Unless stipulated otherwise, this quotation allows for up to 5 rooms types. A greater number of types may result in a price increase
- 5.04 Our prices are based upon a rolling programme with continual access to consecutive rooms
- 5.05 We require (at our own cost) one container to be held on site throughout the programme
- 5.06 We require a minimum of 10 working days to delay delivery to site & reserve the right to charge for storage if required.
- 5.07 Maximum distance from delivery vehicle (18 t & 7.5 t rigid) to hoist is 30 metres. Suitable vehicle access to be provided accordingly.
- 5.08 No allowances for vertical lifting have been made. These can be provided subject to site conditions & at additional costs.
- 5.09 A hoist or alternative lifting arrangements must be provided, by the buyer, with qualified operator, on delivery days to vertically move goods.

- 5.10 Upon agreement of a commencement date, fitting will be undertaken over an agreed, even & continuous programme. We reserve the right to charge if amendments to this programme (decrease or increase) are required.
- 5.11 Unless stated otherwise, this projects is budgeted at a fit rate of approx. 35 bedrooms & 5 kitchens per week, e.g. 6 fitting personnel. Additional labour can be provided, prior to given notice & valued instruction, which is chargeable.
- 5.12 No provision for preliminary costs is included and will be priced upon an individual project basis.
- 6.00 Other
- 6.01 All M&E connections by others.
- 6.02 Where appliances are provided, assume all cables are by others unless stated otherwise within the quotation.
- 6.03 All site protection is assumed to be done by others. Unless stated otherwise, there is no provision by Whiteleaf for the protraction of works. However, this can be provided as a chargeable service.
- 6.04 Whiteleaf seal all cut kitchen worktops with water resistant resin. Any mastic to joints, junctions, etc. is not included within Whiteleaf's scope of works
- 6.05 Sign off is required within 48 hours of completion of individual room. Failure of such will be taken as full acceptance of rooms being completed to a satisfactory standard.
- 6.06 Any damages, or missing items must be reported in accordance with 2.06. Failure to do so will deem acceptance and approval of goods.
- 6.07 No allowances made for mastic works or scribing. Furniture to be supplied fully assembled where possible.
- 7.00 Product:
- 7.01 All wood based products manufactured from FSC approved supply Chain.
- 7.02 Our case goods are guaranteed for 10 years (subject to fair wear & tear) with a minimum expected life span of 25 years, subject to correct maintenance & up keep in accordance with the O&M manual.
- 7.03 Appliances, seating & mattresses are guaranteed for 1 year (subject to fair wear & tear)
- 7.04 Our fitted furniture meets BS4875 Level 5.
- 7.05 Mattresses adhere to BS 7177:2008 Medium Hazard BS EN 591 1&2, BS6807 Source 5.
- 7.06 Sinks are provided with waste outlet & overflow only. (E.g. traps are excluded)

Whiteleaf Furniture Ltd. is a company registered in England and Wales, Company Registration Number: 4129465
Registered address: Lupton Road, Thame, Oxon, OX9 3SE