



## TERMS & CONDITIONS

- 1. The Firm**

Cooper Property Services (UK) Ltd  
Station Buildings  
278 Manchester Road  
Manchester  
M34 5GJ  
Tel: 0845 051 8585  
Fax: 0871 750 2286  
mail@cooperproperty.co.uk
- 2. Client:**

The stated client is responsible for the payment of fees unless otherwise specified.
- 3. Instructions:**

The instructions include:

  - (i) All supplementary instructions given during the course of the work.
  - (ii) All reasonable further work carried out in the interests of the client which in the view of the firm falls within the overall scope of the instructions whether or not the subject of explicit instructions.
- 4. Fee Basis:**

Fees will be charged as set out in the covering letter to this fee contract and in any supplementary letter.
- 5. Reporting Procedures:**

The firm will regularly report progress on the job to the client in order to discuss and take supplementary instructions where appropriate.
- 6. Normal Accounting Period:**

Accounts will normally be rendered at three monthly intervals from receipt of instructions or on completion of the job if this is less. This is subject to such variation as is agreed which may include convenient stages of the job. Accounts will be rendered to the address specified above.
- 7. Payment of Fees:**

Fees are payable 14 day from the date of account(s). The firm reserves the right to charge interest on unpaid accounts at 3% over base rate.
- 8. Interim Notification/Billing:**

By agreement, fees incurred can be notified or billed either by reference to cost level reached by or reference to specific time periods other than three monthly.
- 9. On Account Payment:**

The firm reserves the right to require on account payments in respect of fees or disbursements where appropriate.
- 10. Termination:**

Termination of these instructions shall not affect any rights accrued by the client the firm shall be entitled to charge a fee on a quantum merit basis.
- 11. Disbursements:**

Fees are exclusive of disbursements incurred. Disbursements can include purchase of relevant documents such as Local Plans and ordnance survey plans, travel, subsistence and hotel accommodation. Disbursements will also include internal copying costs where these are significant, all colour copying and printing of large plans.
- 12. VAT:**

Fees are subject to, but exclusive of VAT.