

# TERMS AND CONDITIONS OF CONTRACT

## Introduction

These conditions explain the rights, obligations, and responsibilities of all parties to this Agreement. Where we use the word 'you' or 'your' it means the Customer; 'we', 'us' or 'our' means the Remover. These terms and conditions can be varied or amended subject to prior written agreement. Your attention is drawn to Clauses 4,9,10,11 which set out liability to you for loss of or damage to goods and property.

## 1. Our Quotation

- 1.1 Our quotation, unless otherwise stated, does not include customs duties and inspections or any other fees or taxes payable to government bodies. It does not include us accepting liability for your goods, subject to clauses 2.2, 3.2, 5.2, 5.3 and the provisions of Clauses 4, 9, 10, 11 and 12.
- 1.2 We may change the price or make additional charges if circumstances are found to apply which have not been taken into account when preparing our quotation and confirmed by us in writing. These include:
  - 1.2.1 You do not accept our quotation in writing within 28 days, or the work is not carried out or completed within three months.
  - 1.2.2 Our costs change because of currency fluctuations or changes in taxation, freight, fuel or ferry charges beyond our control.
  - 1.2.3 The work is carried out on a Saturday, Sunday, or a Public Holiday or outside normal hours (08.00-18.00hrs) at your request.
  - 1.2.4 We have to collect or deliver goods at your request above the ground floor and first upper floor.
  - 1.2.5 If you collect or deliver some or all of your goods from or to our warehouse, we are entitled to make a charge for handling them.
  - 1.2.6 We supply any additional services, including moving or storing extra goods & disposing of packaging materials (these conditions apply to such work).
  - 1.2.7 The stairs, lifts or doorways are inadequate for free movement of the goods without mechanical equipment, such as an external furniture elevator, or structural alteration, or the approach, road or drive is unsuitable for our vehicles and/or containers to load and/or unload within 20 metres of the doorway.
  - 1.2.8 We have to pay parking or other fees or charges in order to carry out services on your behalf.
  - 1.2.9 There are delays or events outside our reasonable control which increase or extend the resources or time allowed to complete the agreed work.
  - 1.2.10 We agree in writing to increase our limit of liability set out in clause 9.1.1
- 1.3 In any such circumstances, adjusted charges will apply and become payable.

## 2. Work not included in the quotation

- 2.1 Unless agreed by us in writing, we will not:
  - 2.1.1 Dismantle or assemble unit or system furniture (flat-pack), fitments or fittings.
  - 2.1.2 Disconnect, re-connect, dismantle or re-assemble appliances, fixtures, fittings or equipment.
  - 2.1.3 Take up or lay fitted floor coverings.
  - 2.1.4 Move items from a loft, unless properly lit and floored and safe access is provided.
  - 2.1.5 Move or store any items excluded under Clause 5.
- 2.2 Our staff are not authorised or qualified to carry out such work. We recommend that a properly qualified person is separately employed by you to carry out these services.

## 3. Your responsibility

- 3.1 It will be your sole responsibility to:
  - 3.1.1 Declare to us, in writing, the value of the goods being removed and/or stored. If it is subsequently established that the value of the goods removed or stored is greater than the actual value you declare, you agree that our liability under clause 9.1 will be reduced to reflect the proportion that your declared value bears to it's or their actual value.
  - 3.1.2 Be present or represented during the collection and delivery of the removal.
  - 3.1.3 Ensure authorised signature on agreed inventories, receipts, waybills, job sheets or other relevant documents by way of confirmation of collection or delivery of goods.
  - 3.1.4 Take all reasonable steps to ensure that nothing that should be removed is left behind and nothing is taken away in error. We are not responsible for goods left or taken away in error.
  - 3.1.5 Arrange proper protection for goods left in unoccupied or unattended premises, or where other people such as (but not limited to) tenants or workmen are, or will be present.
  - 3.1.6 Prepare adequately and stabilise all appliances or electronic equipment prior to their removal.
  - 3.1.7 Empty, properly defrost and clean refrigerators and deep freezers. We are not responsible for the contents.
  - 3.1.8 Provide us with a contact address/telephone number & e-mail address for correspondence during removal transit and/or storage of goods.
  - 3.1.9 Secure any loose screws, keys, nuts & bolts or any other items connected to securing or fixing furniture or other goods. We are not responsible for any of these items.
- 3.2 Other than by reason of our negligence or breach of contract, we will not be liable for any loss or damage, costs or additional charges that may arise from failure to discharge these responsibilities.

## 4. Our responsibilities

- 4.1 It is our responsibility to deliver your goods to you, or produce them for your collection, undamaged. By "undamaged" we mean in the same condition as they were in at the time when they were packed or otherwise made ready for transportation and/or storage.
- 4.2 In the event that we have undertaken to pack the goods, or otherwise make them ready for transportation and/or storage it is our responsibility to deliver them to you, or produce them for collection, undamaged. Again by "undamaged" we mean in the same condition they were in immediately prior to being packed/made ready for transportation or storage.
- 4.3 If we fail to discharge the responsibilities identified in clause 4.1 and 4.2, we will, subject to the provisions of clauses 9, 11 and 12, be liable under this agreement to compensate you for such failure.

4.4 We will not be liable to compensate you where clauses 2.2, 3.2, 5.2, and 5.3 apply unless loss or damage occurred as a result of negligence or breach of contract on our part.

4.5 If you do not require us to accept standard liability pursuant to clause 9.1 we will not be liable to you for failure to discharge the responsibilities identified in clause 4.1 and 4.2.

4.6 The amount of our liability under this clause shall be determined in accordance with clauses 9 and 11.

## 5. Goods not to be submitted for removal or storage.

- 5.1 Unless previously agreed in writing by a director or other authorised company representative, the following items must not be submitted for removal or storage and will under no circumstances be moved or stored by us. The items listed under
  - 5.1.1 below may present risks to health and safety and of fire. Items listed under 5.1.2 to 5.1.6 below carry other risks and you should make your own arrangements for their transport and storage.
  - 5.1.2 Prohibited or stolen goods, drugs, pornographic material, contraband, potentially dangerous, damaging or explosive items, including gas bottles, aerosols, paints, thinners, flammable spirits, firearms and ammunition.
  - 5.1.3 Jewellery, watches, keys, trinkets, precious stones or metals, money, deeds, securities, stamps, coins, or goods or collections of any similar kind.
  - 5.1.4 Perishable items and/or those requiring a controlled environment.
  - 5.1.5 Any animals, birds or fish.
  - 5.1.6 Goods which require special licence or government permission for export or import.
- 5.2 If we do not agree to remove such goods, we will not accept liability for loss or damage.
- 5.3 If you submit such goods without our knowledge you will pay to us any charges, expenses, damages, legal costs or penalties incurred by us during the handling and/or disposal of said goods.

## 6. Ownership of the goods.

- 6.1 By entering into this Agreement, you guarantee that:
  - 6.1.1 The goods to be removed and/or stored are your own property, or
  - 6.1.2 The person(s) who own or have an interest in them have given you written authority to make this contract and have been made aware of these conditions.
- 6.1.3 You will pay us for any claim for damages and/or costs brought against us if either warranty 6.1.1 or 6.1.2 is not true.

## 7. Charges if you postpone or cancel removal.

- 7.1 If you postpone or cancel this Agreement, we will charge you according to how much notice is given. "Working days" refer to the normal working week of Monday to Friday and excludes weekends and public holidays.
  - 7.1.1 More than 10 working days before the removal was due to start: No charge.
  - 7.1.2 between 5 and 10 working days inclusive before the removal was due to start: not more than 30% of the removal charge.
  - 7.1.3 Less than 5 working days before the removal was due to start: not more than 60% of the removal charge.
  - 7.1.4 Less than 1 working day before the removal was due to start: not more than 100% of the removal charge.

## 8. Payment

- 8.1 Unless otherwise agreed by us in writing:
  - 8.1.1 Payment is required in full by cleared funds in advance of the initial removal date.
  - 8.1.2 Acceptable methods of payment include: Debit card, Credit card, Electronic transfer. Where payments are made by Credit card a surcharge equal to 2.5% of your total costs will be applied.
  - 8.1.3 We do not accept cheques / bankers drafts / counter cheques or any other form of paper based transaction.
  - 8.1.4 You may not withhold any part of the agreed price.
  - 8.1.5 In respect of all sums which are overdue to us, we will charge interest on a daily basis calculated at 4% per annum above the prevailing base rate for the time being of the Bank of England. You will be liable for the cost of any fees incurred in the collection of overdue monies owed by you, including but not limited to: debt collection agencies' fees, solicitors' fees and accountancy fees.

## 9. Determination of amount of our liability for loss or damage.

- 9.1 Standard liability
  - 9.1.1 If you provide us with a declaration of the value of your goods, and subject to clause 3.1.1, the amount of our liability to you in the event of loss or damage to those goods in breach of clause 4 will be determined in accordance with clauses 9.1.2, 9.1.3 and 11 below, subject to a maximum liability of £25,000. We may agree to accept liability for a higher amount, in which case we reserve the right to make an additional charge.
  - 9.1.2 In the event of loss or damage to your goods in breach of clause 4, our liability to you is to be assessed as a sum equivalent to the cost of their repair or replacement whichever is the smaller sum, taking into account the age and condition of the goods immediately prior to their loss or damage, and subject to the maximum liability of £25,000 referred to in clause 9.1.1 (unless we have agreed a higher amount with you).
  - 9.1.3 Where the lost or damaged item is part of a pair or set, our liability to you, where it is assessed as the cost of replacement of that item, is to be assessed as a sum equivalent to the cost of that item in isolation, not the cost of that item as part of a pair or set.
- 9.2 Limited Liability.
  - 9.2.1 If you do not provide us with a declaration of value, or if you do not require us to accept Standard Liability pursuant to clause 9.1, then our liability to you is to be determined in accordance with Clauses 9.1.3, 9.2.2 and 11.
  - 9.2.2 In the event of loss of or damage to your goods caused by negligence or breach of contract on our part, our liability to your Loss will be assessed as a sum equivalent to the cost of their repair or replacement, taking into account their age and condition immediately prior to their loss or damage, subject to a maximum liability of £40 per package. Your attention is drawn to clause 11.1 which applies to Limited Liability.

9.3 For goods destined to or received from a place outside the UK

9.3.1 We will only accept Standard Liability if you provide us with a detailed valuation of your goods on the valuation form which we provide. All other provisions of clause 9.1 will apply.

9.3.2 We do not accept liability for loss or damage to goods confiscated, seized, removed or damaged by Customs Authorities or other Government Agencies unless we have been negligent or in breach of contract.

9.3.3 We do not accept liability for loss of or damage to goods occurring in certain overseas countries, including Gambia, Iran, Iraq, Nigeria, Libya, Lebanon, Angola, Cambodia, Vietnam, N. Korea and former states of the USSR, unless we have been negligent or in breach of contract. This is not exhaustive, and we will advise you at the time of quotation if this exclusion applies.

We will accept liability for loss or damage (a) Arising from our negligence or breach of contract whilst the goods are in our physical possession, or (b) Whilst the goods are in possession of others if the loss or damage is established to have been caused by our failure to pack the goods to a reasonable standard where we have been contracted to pack the goods that are subject to the claim. In either circumstance clause 9.1 and 9.2 above will apply.

9.4 An item is defined as:-

9.4.1 The entire contents of a box, parcel, package, carton, or similar container including packaged items of furniture: and 9.4.2 Any other object or thing that is moved, handled or stored by us.

#### 10. Damage to premises or property other than goods.

10.1 Because third party contractors are frequently present at the time of collection or delivery our liability for loss or damage is limited as follows:

10.1.1 If we cause loss or damage to premises or property other than goods for removal as a result of our negligence or breach of contract, our liability shall be limited to making good the damage area only.

10.1.2 If we cause damage as a result of moving goods under your express instruction, against our advice, and where to move the goods in the manner instructed is likely to cause damage, we shall not be liable.

10.1.3 If we are responsible for causing damage to your premises or to property other than goods submitted for removal and/or storage, you must note this on the worksheet or CMR as soon as practically possible or within a reasonable time. This is fundamental to the agreement.

#### 11. Exclusions of liability

11.1 In respect of Limited Liability, we will not be liable for loss of or damage to your goods as a result of fire or explosion howsoever that fire or explosion was caused, unless we have been negligent or in breach of contract.

11.2 In respect of Standard Liability or Limited Liability, other than as a result of our negligence or breach of contract we will not be liable for any loss of, damage to, or failure to produce the following goods:-

11.2.1 Bonds, Securities, Stamps of all kinds, Manuscripts or other Documents or Electronically held Data Records, Mobile Telephones, keys.

11.2.2 Plants or goods likely to encourage vermin or other pests or to cause infestation or contamination.

11.2.3 Perishable items and/or those requiring a controlled environment.

11.2.4 Furs exceeding £100 in value, Jewellery, Watches, Precious Stones and Metals, Money, Coins Deeds.

11.2.5 Any animals, birds or fish.

11.3 In respect of Standard Liability and Limited Liability, other than as a result of our negligence or breach of contract we will not be liable for any loss of, damage to, or failure to produce the goods if caused by any of the following circumstances:-

11.3.1 By war, invasion, acts of foreign enemies, hostilities (whether war is declared or not), civil war, terrorism, rebellion and/or military coup, Act of God, industrial action or other such events outside reasonable control.

11.3.2 Loss or damage arising from ionising radiation or radioactive contamination.

11.3.3 Loss or damage arising from Chemical, Biological, Biochemical, Electromagnetic Weapons and Cyber Attack.

11.3.4 Indirect or consequential loss of any kind or description.

11.3.5 By normal wear and tear, natural or gradual deterioration, temperature extremes, leakage or evaporation or from perishable or unstable goods. This includes goods left within furniture or appliances.

11.3.6 By vermin, moth, insects and similar infestation, damp, mould, mildew or rust.

11.3.7 By cleaning, repairing or restoring unless we arrange for the work to be carried out.

11.3.8 By change to atmospheric or climatic conditions.

11.3.9 For any goods in wardrobes, drawers or appliances, or in a package, bundle, carton, case or other container not both packed and unpacked by us.

11.3.10 Loss of or damage to china, glassware and fragile items unless they have been both professionally packed and unpacked by us or our Subcontractor. In the event of an accident involving an owner packed container where damage would have occurred irrespective of the quality of the packaging, then our liability is limited to £100 or its actual value whichever the less is.

11.3.11 For electrical or mechanical derangement to any appliance, instrument, clock, computer or other equipment unless there is evidence of related external damage.

11.3.12 Loss or damage of motor vehicles caused by scratching, denting and marring unless you obtain from us a pre-collection condition report.

11.3.13 Loss or damage to a vehicle whilst being driven or for the purpose of being driven under its own power other than for the purpose of loading onto or unloading from the carrying conveyance or container. Loss or damage sustained by accessories and removable items lost with the vehicle.

11.3.14 For any goods which have a pre-existing defect or are inherently defective.

11.3.15 Loss or theft of items other than following violent and forcible entry to or exit from the storage premises.

11.3.16 Accidental damage unless we have been negligent or in breach of contract.

11.4 No employee of ours shall be separately liable to you for any loss, damage, miss-delivery, error or omissions under the terms of this agreement.

11.5 Our liability will cease and our contract deemed as fulfilled upon handing over goods from our warehouse or upon completion of delivery (see clause 12.2. below).

#### 12. Time limits for claims

12.1 For goods which we deliver, you must notify us in writing of any visible loss, damage or failure to produce any goods at the time of delivery, verbal claims will not be accepted.

12.2 If you or your agent collects the goods, you must notify us in writing of any loss or damage at the time the goods are handed to you or your agent, verbal claims will not be accepted.

12.3 Notwithstanding clauses 9, 10 and 11 we will not be liable for any loss of or damage to the goods unless a claim is notified in writing to us as soon as such loss or damage is discovered (or with reasonable diligence ought to have been discovered) and in any event within (7) days of delivery of the goods by us. Verbal claims will not be accepted.

12.4 The time limit for notifying us of your claim may be extended upon receipt of your written request provided such request is received within (7) days of delivery. Consent to such a request will not be unreasonably withheld.

#### 13. Delays in transit

13.1 Delivery dates are estimated and are determined by our current workload, traffic conditions, & ferry availability. Other than by reason of our negligence or breach of contract, we will not be liable for delays in transit. Due to the nature of space availability on vehicles, in the event that the volume of goods for removal are altered on collection, without previous written notice of acceptance, any previous delivery agreement will be null & void pending available space. We reserve the right to make additional charges where this is the case.

13.2 If through no fault of ours we are unable to deliver your goods, we will take them into store. The agreement will then be fulfilled and any additional service(s), including storage and delivery, will be at your expense. We reserve the right to make deliveries during weekends & holidays where ever necessary.

#### 14. Our right to Hold the Goods (lien)

We shall have the right to withhold and/or ultimately dispose of some or all of the goods until you have paid all our charges and any other payments due under this or any other agreement. (see clause 23). These include any charges that we have paid out on your behalf. While we hold the goods you will be liable to pay all storage charges and any other costs incurred by our withholding your goods and these terms and conditions shall continue to apply.

#### 15. Disputes

If there is a dispute arising from this agreement which cannot be resolved, subject to the agreement of both parties, either you or we may refer the dispute to an arbitrator appointed by the Chartered Institute of Arbitrators. The cost of any such arbitration will be at the discretion of the arbitrator. This does not prejudice your right to commence court proceedings.

#### 16. Our right to sub-contract the work

16.1 We reserve the right to sub-contract some or all of the work.

16.2 If we sub-contract, then these conditions will still apply.

#### 17. Route and method

17.1 We have the right to choose the method and route by which to carry out the work.

17.2 Unless it has been specifically agreed otherwise in writing in our quotation, other space/volume/capacity on our vehicles and/or the container may be utilised for consignments of other customers.

#### 18. Advice and information for International Removals

We will use our reasonable endeavours to provide you with up to date information to assist you with the import/export of your goods. Information on such matters as national or regional laws and regulations which are subject to change and interpretation at any time is provided in good faith and is based upon existing known circumstances. It is your responsibility to seek appropriate advice to verify the accuracy of any information provided.

#### 19. Applicable laws

This contract is subject to the law of the country in which the office of the company issuing this contract is situated.

#### 20. Your forwarding address

20.1 If you send goods to be stored, you must provide an address for correspondence and notify us if it changes. All correspondence and notices will be considered to have been received by you seven days after sending it to your last address recorded by us.

Note: If we are unable to contact you, we will charge you any costs incurred in establishing your whereabouts.

#### 21. List of goods (inventory) or receipt

Where we produce a list of your goods (inventory) or a receipt and send it to you, or produce it for acceptance on the day of collection, it will be accepted as accurate unless you write to us within 10 days of the date of our sending, or a reasonable period agreed between us, notifying us of any errors or omissions. We will not be held responsible for any missing goods if these are not notified in writing at the time of delivery & noted on the inventory form. Verbal claims of missing goods will not be accepted.

#### 22. Revision of storage charges

We review our storage charges periodically. You will be given 3 months notice in writing of any increases.

#### 23. Our right to sell or dispose of the goods

If payment of our charges relating to your goods are in arrears, and payments remain unresolved, we are entitled to require you to remove your goods from our custody and pay all money due to us. If you fail to pay all outstanding amounts due to us, we may sell or dispose of some or all of the goods without further notice. The cost of the sale or disposal will be charged to you. The net proceeds will be credited to you account and any eventual surplus will be paid to you without interest. If the full amount due is not received, we may seek to recover the balance from you.

#### 24. Termination

If payments are up to date, we will not end this contract except by giving you three months notice in writing. If you wish to terminate your storage contract, you must give us at least 10 working days notice (working days are defined in clause 7 above). If we can release the goods earlier, we will do so, provided that your account is paid up to date. Charges for storage are payable to the date when the notice should have taken effect.