



# Standard Terms and Conditions (2017): Supply of General Goods and Services

## Standard Terms and Conditions for Supply of Goods and Services of Free Thinking Design Limited

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### 1 DEFINITIONS

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In this document the following words shall have the following meanings:

- 1.1 “Agreement” means these Terms and Conditions together with the terms of any applicable Specification Document;
- 1.2 “Customer” means the organisation or person who purchases goods and services from the Supplier;
- 1.3 “Intellectual Property Rights” means all patents, registered and unregistered designs, copyright, trade marks, know-how and all other forms of intellectual property wherever in the world enforceable, excluding only Software Design Elements;
- 1.4 “Specification Document” means a statement of work, quotation or other similar document describing the goods and services to be provided by the Supplier;
- 1.5 “Supplier” means Free Thinking Design Limited of 26 Tesla Court, Lynchwod, Peterborough, PE2 6FL.

### 2 GENERAL

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- 2.1 These Terms and Conditions shall apply to all contracts for the supply of goods and services by the Supplier to the Customer.
- 2.2 Before the commencement of the services the Supplier shall submit to the Customer a Specification Document which shall specify the goods and services to be supplied and the price payable. The Customer shall notify the Supplier immediately if the Customer does not agree with the contents of the Specification Document. All Specification Documents shall be subject to these Terms and Conditions.
- 2.3 The Supplier shall use all reasonable endeavours to complete the services within estimated time frames but time shall not be of the essence in the performance of any services.

### 3 PRICE AND PAYMENT

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- 3.1 The price for the supply of goods and services are as set out in the Specification Document. The Supplier shall invoice the Customer as specified in the quotation or Specification Document; either in advance or upon completion of the service.
- 3.2 Invoiced amounts shall be due and payable within 14 days of receipt of invoice or as specified in the quotation or Specification Document. The Supplier shall be entitled to charge interest on overdue invoices from the date when payment becomes due from day to day until the date of payment at a rate of 4.00% per annum above the base rate of the Bank of England. In the event that the Customer's procedures require that an invoice be submitted against a purchase order for payment, the Customer shall be responsible for issuing such purchase order before the goods and services are supplied.



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## 4 SPECIFICATION OF THE GOODS

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All goods shall be required only to conform to the specification in the Specification Document. For the avoidance of doubt, no description, specification or illustration contained in any product pamphlet or other sales or marketing literature of the Supplier and no representation written or oral, correspondence or statement shall form part of the contract.

## 5 DELIVERY

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- 5.1 The date of delivery specified by the Supplier is an estimate only. Time for delivery shall not be of the essence of the contract and the Supplier shall not be liable for any loss, costs, damages, charges or expenses caused directly or indirectly by any delay in the delivery of the goods.
- 5.2 All risk in the goods shall pass to the Customer upon delivery.

## 6 TITLE

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Title in the Goods shall not pass to the Customer until the Supplier has been paid in full for the Goods.

## 7 CUSTOMER'S OBLIGATIONS

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- 7.1 To enable the Supplier to perform its obligations under this Agreement the Customer shall:
- 7.1.1 co-operate with the Supplier;
  - 7.1.2 provide the Supplier with any information reasonably required by the Supplier;
  - 7.1.3 obtain all necessary permissions and consents which may be required before the commencement of the services; and
  - 7.1.4 comply with such other requirements as may be set out in the Specification Document or otherwise agreed between the parties.
- 7.2 The Customer shall be liable to compensate the Supplier for any expenses incurred by the Supplier as a result of the Customer's failure to comply with Clause 7.1.
- 7.3 Without prejudice to any other rights to which the Supplier may be entitled, in the event that the Customer unlawfully terminates or cancels the goods and services agreed to in the Specification Document, the Customer shall be required to pay to the Supplier, as 'agreed damages' and not 'as a penalty', the full amount of any third party costs to which the Supplier has committed and in respect of cancellations on less than five working days' written notice the full amount of the goods and services contracted for as set out in the Specification Document, and the Customer agrees this is a genuine pre-estimate of the Supplier's losses in such a case. For the avoidance of doubt, the Customer's failure to comply with any obligations under Clause 7.1 shall be deemed to be a cancellation of the



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goods and services and subject to the payment of the damages set out in this Clause.

- 7.4 In the event that the Customer or any third party, not being a sub-contractor of the Supplier, shall omit or commit anything which prevents or delays the Supplier from undertaking or complying with any of its obligations under this Agreement, then the Supplier shall notify the Customer as soon as possible and:
- 7.4.1 the Supplier shall have no liability in respect of any delay to the completion of any project;
- 7.4.2 if applicable, the timetable for the project will be modified accordingly;
- 7.4.3 the Supplier shall notify the Customer at the same time if it intends to make any claim for additional costs.

### 8 ALTERATIONS TO THE SPECIFICATION DOCUMENT

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- 8.1 The parties may at any time mutually agree upon and execute new Specification Documents. Any alterations in the scope of goods and/or services to be provided under this Agreement shall be set out in the Specification Document, which shall reflect the changed goods and/or services and price and any other terms agreed between the parties.
- 8.2 The Customer may at any time request alterations to the Specification Document by notice in writing to the Supplier. On receipt of the request for alterations the Supplier shall, within 5 working days or such other period as may be agreed between the parties, advise the Customer by notice in writing of the effect of such alterations, if any, on the price and any other terms already agreed between the parties.
- 8.3 Where the Supplier gives written notice to the Customer agreeing to perform any alterations on terms different to those already agreed between the parties, the Customer shall, within 5 working days of receipt of such notice or such other period as may be agreed between the parties, advise the Supplier by notice in writing whether or not it wishes the alterations to proceed.
- 8.4 Where the Supplier gives written notice to the Customer agreeing to perform alterations on terms different to those already agreed between the parties, and the Customer confirms in writing that it wishes the alterations to proceed on those terms, the Specification Document shall be amended to reflect such alterations and thereafter the Supplier shall perform this Agreement upon the basis of such amended terms.

### 9 WARRANTY

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- 9.1 The Supplier warrants that as from the date of delivery for a period of 1 month the goods and all their component parts, where applicable, are free from any defects in design, workmanship, construction or materials.
- 9.2 The Supplier warrants that the services performed under this Agreement shall be performed using reasonable skill and care, and of a quality conforming to generally accepted industry standards and practices.
- 9.3 Except as expressly stated in this Agreement, all warranties whether express or implied, by operation of law or otherwise, are hereby excluded in relation to the goods and services to be provided by the Supplier.



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### 10 INDEMNIFICATION

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The Customer shall indemnify the Supplier against all claims, costs and expenses which the Supplier may incur and which arise, directly or indirectly, from the Customer's breach of any of its obligations under this Agreement, including any claims brought against the Supplier alleging that any goods and/or services provided by the Supplier in accordance with the Specification Document infringes a patent, copyright or trade secret or other similar right of a third party.

### 11 LIMITATION OF LIABILITY

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- 11.1 Except in respect of death or personal injury due to negligence for which no limit applies, the entire liability of the Supplier to the Customer in respect of any claim whatsoever or breach of this Agreement, whether or not arising out of negligence, shall be limited to the price paid by the Customer to which the claim relates.
- 11.2 In no event shall the Supplier be liable to the Customer for any loss of business, loss of opportunity or loss of profits or for any other indirect or consequential loss or damage whatsoever. This shall apply even where such a loss was reasonably foreseeable or the Supplier had been made aware of the possibility of the Customer incurring such a loss.
- 11.3 Nothing in these Terms and Conditions shall exclude or limit the Supplier's liability for death or personal injury resulting from the Supplier's negligence or that of its employees, agents or sub-contractors.

### 12 TERMINATION

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Either party may terminate this Agreement forthwith by notice in writing to the other if:

- 12.1 the other party commits a material breach of this Agreement and, in the case of a breach capable of being remedied, fails to remedy it within 30 calendar days of being given written notice from the other party to do so;
- 12.2 the other party commits a material breach of this Agreement which cannot be remedied under any circumstances;
- 12.3 the other party passes a resolution for winding up (other than for the purpose of solvent amalgamation or reconstruction), or a court of competent jurisdiction makes an order to that effect;
- 12.4 the other party ceases to carry on its business or substantially the whole of its business; or
- 12.5 the other party is declared insolvent, or convenes a meeting of or makes or proposes to make any arrangement or composition with its creditors; or a liquidator, receiver, administrative receiver, manager, trustee or similar officer is appointed over any of its assets.

### 13 INTELLECTUAL PROPERTY RIGHTS

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All Intellectual Property Rights produced from or arising as a result of the performance of this Agreement



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shall, so far as not already vested, become the absolute property of the Customer. Software Design Elements shall remain the Intellectual Property of the Supplier but be used under royalty free worldwide licence, and the Customer shall do all that is reasonably necessary to ensure that such rights vest in the Supplier by the execution of appropriate instruments or the making of agreements with third parties.

### 14 FORCE MAJEURE

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Neither party shall be liable for any delay or failure to perform any of its obligations if the delay or failure results from events or circumstances outside its reasonable control, including but not limited to acts of God, strikes, lock outs, accidents, war, fire, the act or omission of government, highway authorities or any telecommunications carrier, operator or administration or other competent authority, or the delay or failure in manufacture, production, or supply by third parties of equipment or services, and the party shall be entitled to a reasonable extension of its obligations after notifying the other party of the nature and extent of such events.

### 15 INDEPENDENT CONTRACTORS

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The Supplier and the Customer are contractors independent of each other, and neither has the authority to bind the other to any third party or act in any way as the representative of the other, unless otherwise expressly agreed to in writing by both parties. The Supplier may, in addition to its own employees, engage sub-contractors to provide all or part of the services being provided to the Customer and such engagement shall not relieve the Supplier of its obligations under this Agreement or any applicable Specification Document.

### 16 ASSIGNMENT

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The Customer shall not be entitled to assign its rights or obligations or delegate its duties under this Agreement without the prior written consent of the Supplier.

### 17 SEVERABILITY

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If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any Court of competent jurisdiction such provision shall be severed and the remainder of the provisions herein shall continue in full force and effect as if this Agreement had been agreed with the invalid illegal or unenforceable provision eliminated.

### 18 WAIVER

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The failure by either party to enforce at any time or for any period any one or more of the Terms and Conditions herein shall not be a waiver of them or of the right at any time subsequently to enforce all Terms and Conditions of this Agreement.



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## 19 NOTICES

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Any notice to be given by either party to the other may be served by email, fax, personal service or by post to the address of the other party given in the Specification Document or such other address as such party may from time to time have communicated to the other in writing, and if sent by email shall unless the contrary is proved be deemed to be received on the day it was sent, if sent by fax shall be deemed to be served on receipt of an error free transmission report, if given by letter shall be deemed to have been served at the time at which the letter was delivered personally or if sent by post shall be deemed to have been delivered in the ordinary course of post.

## 20 ENTIRE AGREEMENT

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This Agreement contains the entire agreement between the parties relating to the subject matter and supersedes any previous agreements, arrangements, undertakings or proposals, oral or written. Unless expressly provided elsewhere in this Agreement, this Agreement may be varied only by a document signed by both parties.

## 21 NO THIRD PARTIES

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Nothing in this Agreement is intended to, nor shall it confer any rights on a third party.

## 22 GOVERNING LAW AND JURISDICTION

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This Agreement shall be governed by and construed in accordance with the law of England and the parties hereby submit to the exclusive jurisdiction of the English courts.



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## Standard Terms and Conditions for Web Development Services of Free Thinking Design Limited

Please read these Web Development Terms carefully, as they set out our and your legal rights and obligations in relation to our web development services.

### 1. Definitions and interpretation

#### 1.1 In the Agreement:

“Acceptance Criteria” has the meaning given to it in Clause 5.2;

“Acceptance Period” means the period of 10 Business Days beginning on the date of actual delivery of the Website to the Customer;

“Affiliate” means an entity that Controls, is Controlled by, or is under common Control with the relevant entity;

“Agreement” means the agreement between the Developer and the Customer incorporating these Web Development Terms and the Proposal, and any amendments to it from time to time;

“Business Day” means any week day, other than a bank or public holiday in England;

“Business Hours” means between 09:00 and 17:30 London time on a Business Day;

“Charges” means the amounts payable by the Customer to the Developer under or in relation to the Agreement (as set out the Proposal);

“Confidential Information” means:

- (a) any information supplied by one party to the other party (whether supplied in writing, orally or otherwise) marked as “confidential”, described as “confidential” or reasonably understood to be confidential;
- (b) the terms (but not the existence) of the Agreement;

“Control” means the legal power to control (directly or indirectly) the management of an entity (and “Controlled” will be construed accordingly);

“Customer” means the customer for services under the Agreement as specified in the Proposal;

“Customer Works” means the works and materials provided to the Developer by the Customer, or by any third party acting for or on behalf of the Customer, for incorporation into the Website;

“Defect” means a defect, error or bug having a material adverse effect on the appearance, operation or functionality of the Website but excluding any defect, error or bug caused by or arising as a result of:

- (a) an act or omission of the Customer, or an act or omission of one of the Customer’s employees, officers, agents or sub-contractors;
- (b) an incompatibility between the Website and any other application, program or software (other than the



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Customer Works and the Third Party Works).

“Delivery Date” means the date for delivery of the Website specified in the Proposal;

“Developer” means Free Thinking Design, a limited company incorporated in England and Wales (registration number 6866057) having its registered office at 9 Commerce Road, Peterborough, PE2 6LR;

“Design Elements” means the visual appearance of the Website (including page layouts, artwork, photographs, logos, graphics, animations, video works and text comprised in the Website) together with all mark-ups and style sheets comprised in or generated by the Website, but excluding:

- (a) the Customer Works; and
- (b) the Third Party Works;

“Effective Date” means the date when the Developer sends to the Customer its written confirmation that the Agreement is agreed, following the Customer’s acceptance of the Proposal and these Web Development Terms;

“Force Majeure Event” means an event, or a series of related events, that is outside the reasonable control of the party affected (including failures of or problems with the internet or a part of the internet, power failures, industrial disputes affecting any third party, changes to the law, disasters, explosions, fires, floods, riots, terrorist attacks and wars);

“Intellectual Property Rights” means all intellectual property rights wherever in the world, whether registered or unregistered, including any application or right of application for such rights (and the “intellectual property rights” referred to above include copyright and related rights, database rights, confidential information, trade secrets, know-how, business names, trade names, domain names, trade marks, service marks, passing off rights, unfair competition rights, patents, petty patents, utility models, semi-conductor topography rights and rights in designs);

“Personal Data” has the meaning given to it in the Data Protection Act 1998;

“Proposal” means the proposal document issued by the Developer detailing the scope of the Services and other matters relating to the Agreement;

“Services” has the meaning given to it in Clause 3.1;

“Software Elements” means the Website excluding:

- (a) the Design Elements;
- (b) the Customer Works; and
- (c) the Third Party Works;

“Third Party Works” means the works and materials comprised in the Website, the Intellectual Property Rights in which are owned in whole or part by a third party (excluding the Customer Works);

“Term” means the term of the Agreement;

“Unlawful Content” has the meaning given to it in Clause 7.1;





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“Website” means the website or web application to be developed by the Developer for the Customer under the Agreement; and

“Year” means a period of 365 days (or 366 days if there is a 29 February during the relevant period) starting on the Effective Date or on any anniversary of the Effective Date.

- 1.2 In the Agreement, a reference to a statute or statutory provision includes a reference to:
- (a) that statute or statutory provision as modified, consolidated and/or re-enacted from time to time; and
  - (b) any subordinate legislation made under that statute or statutory provision.
- 1.3 The Clause headings do not affect the interpretation of the Agreement.
- 1.4 The ejusdem generis rule is not intended to be used in the interpretation of the Agreement; it follows that a general concept or category utilised in the Agreement will not be limited by any specific examples or instances utilised in relation to such a concept or category.

## 2. Term

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The Agreement will come into force on the Effective Date and will continue in force until the acceptance of the Website by the Customer in accordance with Clause 5, upon which it will terminate automatically, unless terminated earlier in accordance with Clause 14.

## 3. The Services

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- 3.1 The Developer will:
- (a) design and deliver the Website;
  - (b) incorporate the Customer Works and Third Party Works into the Website;
  - (c) keep the Customer informed of the progress of the Website’s development; and
  - (d) provide the Customer with reasonable access to the Website during the Term;
- (the “Services”).
- 3.2 The Developer will use all reasonable endeavours to perform the Services in accordance with the timetable set out in the Proposal; however, the Developer does not guarantee that that timetable will be met.

## 4. Customer obligations

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- 4.1 The Customer will provide the Developer with:
- (a) such co-operation as is required by the Developer (acting reasonably) to enable the performance by the Developer of its obligations under the Agreement; and



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- (b) all information and documents required by the Developer (acting reasonably) in connection with the provision of the Services.
- 4.2 The Customer will be responsible for procuring any third party co-operation reasonably required by the Developer to enable the Developer to fulfil its obligations under the Agreement.

### 5. Delivery and acceptance

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- 5.1 The Developer will use all reasonable endeavours to deliver the Website to the Customer for acceptance testing on or before the Delivery Date.
- 5.2 During the Acceptance Period, the Customer will carry out acceptance tests to determine:
- (a) whether the Website conforms in all material respects with the specification of the Website in the Proposal; and
  - (b) whether the Website has any Defects;  
(the “Acceptance Criteria”).
- 5.3 If the Website meets the Acceptance Criteria, the Customer will send to the Developer a written notice during the Acceptance Period confirming acceptance of the Website.
- 5.4 If the Website does not meet the Acceptance Criteria:
- (a) the Customer will send to the Developer a written notice during the Acceptance Period setting out in detail the respect(s) in which the Website does not meet the Acceptance Criteria; and
  - (b) the Developer will have a further remedial period (of 20 Business Days) to modify the Website so that it meets the Acceptance Criteria.
- 5.5 The Website will be deemed to have been accepted by the Customer if:
- (a) the Customer does not give any notice to the Developer under either Clause 5.3 or Clause 5.4 during the Acceptance Period; or
  - (b) the Customer publishes the Website or uses the Website for any purpose other than development and/or testing.

### 6. Third Party Works

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Any licence fees for Third Party Works are included in the Charges (unless the parties agree otherwise).

### 7. Unlawful Content

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- 7.1 The Customer will ensure that the Customer Works do not infringe any applicable laws, regulations or third party rights (“Unlawful Content”).



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7.2 The Customer will indemnify and will keep indemnified the Developer against all damages, losses and expenses (including legal expenses) arising as a result of any claim that the Customer Works constitute Unlawful Content, or any legal proceedings relating to such a claim.

### 8. Charges and payment

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8.1 The Developer will issue invoices for the Charges to the Customer on the relevant invoicing dates set out in the Proposal, or (if earlier) upon the acceptance of the Website by the Customer.

8.2 The Customer will pay the Charges to the Developer within 14 days of the date of issue of an invoice issued in accordance with Clause 8.1.

8.3 All Charges stated in or in relation to the Agreement are stated exclusive of VAT, unless the context requires otherwise.

8.4 Charges must be paid by bank transfer or by cheque (using such payment details as are notified by the Developer to the Customer from time to time).

8.5 If the Customer does not pay any amount properly due to the Developer under or in connection with the Agreement, the Developer may:

- (a) charge the Customer interest on the overdue amount at the rate of 4% per year above the base rate of Barclays Bank Plc from time to time (which interest will accrue daily until the date of actual payment and will be compounded quarterly); or
- (b) claim interest and statutory compensation from the Customer pursuant to the Late Payment of Commercial Debts (Interest) Act 1998.

### 9. Intellectual Property Rights

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9.1 From the date of acceptance of the Website by the Customer, the Developer hereby assigns to the Customer all its Intellectual Property Rights in the Design Elements. These rights are assigned for the whole term of such rights together with all reversions, revivals, extensions and renewals, and this assignment includes the right to bring proceedings for past infringement of the assigned Intellectual Property Rights.

9.2 All Intellectual Property Rights in the Software Elements will, as between the parties, be the property of the Developer and, from the date of acceptance of the Website by the Customer, the Developer grants to the Customer a non-exclusive worldwide licence to use the Software Elements in connection with the Website, subject always to the other terms of the Agreement, and providing the Customer must not:

- (a) sell, resell, rent, lease, supply, distribute or redistribute the Software Elements;
- (b) use the Software Elements in connection with any website, web application, script, computer program or software (other than the Website).

and the Customer may only sub-license the rights licensed under this Clause for the limited purposes, and subject to the express restrictions, specified in this Clause.



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- 9.3 The Third Party Works will be either (at the option of the Developer):
- (a) supplied in accordance with the relevant licensor's standard terms for online use;
  - (b) supplied on licence terms notified by the Developer to the Customer; and/or
  - (c) sub-licensed by the Developer to the Customer on terms notified by the Developer to the Customer; and/or
  - (d) sub-licensed by the Developer to the Customer on the basis of a non-exclusive, worldwide, royalty-free licence to use the Third Party Works in connection with the Website.
- 9.4 Notwithstanding any other provision of the Agreement, the assignments and licences granted by the Developer under the Agreement are subject to the payment by the Customer of all amounts owing to the Developer under the Agreement in full and on time. In the event that the Customer owes any amount to the Developer under the Agreement and fails to pay that amount to the Developer within 14 days of receiving a notice:
- (a) requiring it to do so; and
  - (b) specifying that the assignments will revert and the licences will terminate if the amount repays unpaid, then the Developer may immediately revert the assignments and terminate the licences granted by the Developer under the Agreement by giving written notice of reversion and termination to the Customer.
- 9.5 Subject to Clause 9.4, upon and following the termination of the Agreement, any licence granted by the Developer to the Customer will continue notwithstanding termination, and this Clause 9 will continue to apply.
- 9.6 Without prejudice to Clause 9.7, the Developer waives (and will use reasonable endeavours to seek to ensure that its employees and subcontractors waive) any moral rights they may have in the Website arising under Chapter 4 of the Copyright, Designs and Patents Act 1988 and, so far as is legally possible, any broadly equivalent rights anywhere in the world.
- 9.7 The Developer may request to include the statement "Web Design Peterborough" together with a link to the Developer's website on each page of the Website in a position and in a form to be agreed by the parties. If agreed by the Customer, they will retain any such credit and link in any adapted version of the Website, and the Customer will (and will only) remove any such credit and link from the Website at the Developer's request.

## 10 Warranties

- 10.1 The Customer warrants to the Developer that it has the legal right and authority to enter into and perform its obligations under the Agreement.
- 10.2 The Developer warrants to the Customer:
- (a) that it has the legal right and authority to enter into and perform its obligations under the Agreement;
  - (b) that it will perform its obligations under the Agreement with reasonable care and skill;



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- (c) that the use of the Website (excluding the Customer Works) by the Customer in accordance with the terms of the Agreement will not infringe the Intellectual Property Rights of any third party; and
  - (d) that the Website will continue to operate without any Defects for a period of 1 month from the date of acceptance of the Website (and if the Website does not so operate, the Developer will, for no additional charge, carry out any work necessary in order to ensure that the Website operates without any Defects during this period).
- 10.3 The Customer acknowledges that the Developer has designed the Website to work with the web browser technology specified in the Proposal, and the Developer does not warrant that the Website will work with any other web browser technology.
- 10.4 The Customer further acknowledges that the Developer does not purport to provide any legal advice under the Agreement or in relation to the Website and the Developer does not warrant that the Website will not give rise to any civil or criminal legal liability on the part of the Customer or any other person.
- 10.5 All of the parties' liabilities and obligations in respect of the subject matter of the Agreement are expressly set out herein. To the maximum extent permitted by applicable law, no other terms concerning the subject matter of the Agreement will be implied into the Agreement or any related contract.

### 11 Liability

- 11.1 Nothing in the Agreement will exclude or limit the liability of either party for:
- (a) death or personal injury caused by that party's negligence;
  - (b) fraud or fraudulent misrepresentation on the part of that party; or
  - (c) any other liability which may not be excluded or limited under applicable law.
- 11.2 Subject to Clause 11.1, each party's liability to the other party under or in connection with the Agreement or any collateral contract, whether in contract or tort (including negligence), will be limited as follows:
- (a) neither party will be liable for any:
    - (i) loss of profits, income or anticipated savings,
    - (ii) loss or corruption of any data, database or software,
    - (iii) reputational damage or damage to goodwill;
    - (iv) loss of any commercial opportunity, or
    - (v) indirect, special or consequential loss or damage;
  - (b) neither party will be liable for any losses arising out of a Force Majeure Event; and
  - (c) each party's liability in relation to any event or series of related events will in no circumstances exceed £200,000.



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### 12. Data protection

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- 12.1 The Customer warrants that it has the legal right to disclose all Personal Data that it does in fact disclose to the Developer under the Agreement.
- 12.2 The Developer warrants that:
- (a) it will act only on instructions from the Customer in relation to the processing of any Personal Data performed by the Developer on behalf of the Customer; and
  - (b) it has in place appropriate security measures (both technical and organisational) against unlawful or unauthorised processing of Personal Data and against loss or corruption of Personal Data processed by the Developer on behalf of the Customer.

### 13. Confidentiality and publicity

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- 13.1 Each party will keep confidential the Confidential Information of the other party, and will not disclose that Confidential Information except as expressly permitted by this Clause 13. (For the purposes of this Clause 13, the terms of the Agreement constitute the Confidential Information of each party.)
- 13.2 Each party will protect the confidentiality of the Confidential Information of the other party using at least reasonable security measures.
- 13.3 The Confidential Information of a party may be disclosed by the other party to its employees and professional advisers, provided that each recipient is legally bound to protect the confidentiality of the Confidential Information.
- 13.4 These obligations of confidentiality will not apply to Confidential Information that:
- (a) has been published or is known to the public (other than as a result of a breach of the Agreement);
  - (b) is known to the receiving party, and can be shown by the receiving party to have been known to it, before disclosure by the other party; or
  - (c) is required to be disclosed by law, or by an order (binding upon the relevant party) of a governmental authority, a regulatory body or a stock exchange.
- 13.5 Neither party will make any public disclosure relating to the subject matter of the Agreement (including press releases, public announcements and marketing materials) without the prior written consent of the other party, not to be unreasonably withheld or delayed.

### 14. Termination

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- 14.1 Either party may terminate the Agreement at any time by giving at least 30 days' written notice to the other party.
- 14.2 Either party may terminate the Agreement immediately by giving written notice to the other party if the other party:



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- (a) commits any material breach of any term of the Agreement, and:
  - (i) the breach is not remediable; or
  - (ii) the breach is remediable, but other party fails to remedy the breach within 30 days of receipt of a written notice requiring it to do so; or
- [(b) persistently breaches the terms of the Agreement (irrespective of whether such breaches collectively constitute a material breach).

14.3 Either party may terminate the Agreement immediately by giving written notice to the other party if:

- (a) the other party:
  - (i) is dissolved;
  - (ii) ceases to conduct all (or substantially all) of its business;
  - (iii) is or becomes unable to pay its debts as they fall due;
  - (iv) is or becomes insolvent or is declared insolvent; or
  - (v) convenes a meeting or makes or proposes to make any arrangement or composition with its creditors;
- (b) an administrator, administrative receiver, liquidator, receiver, trustee, manager or similar is appointed over any of the assets of the other party;
- (c) an order is made for the winding up of the other party, or the other party passes a resolution for its winding up (other than for the purpose of a solvent company reorganisation where the resulting entity will assume all the obligations of the other party under the Agreement); or
- (d) (where that other party is an individual) that other party dies, or as a result of illness or incapacity becomes incapable of managing his or her own affairs, or is the subject of a bankruptcy petition or order.

### 15. Effects of termination

- 15.1 Upon termination all the provisions of the Agreement will cease to have effect, save that the following provisions of the Agreement will survive and continue to have effect (in accordance with their terms or otherwise indefinitely): Clauses 1, 7, 8.5, 9, 10, 11, 13, 15, and 16.3 to 16.13.
- 15.2 Termination of the Agreement will not affect either party's accrued rights (including the Developer's accrued rights invoice for and to be paid the Charges) as at the date of termination.
- 15.3 If the Agreement is terminated under Clause 14.1, or by the Customer under Clause 14.2 or 14.3 (but not in any other case):
  - (a) the Developer will promptly provide to the Customer an electronic copy of the Website;
  - (b) the Developer will provide such assistance as is reasonably requested by the Customer to transfer the hosting of the Website to the Customer or another service provider, subject to payment of the Developer's reasonable expenses; and



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- (c) the Customer will be entitled to a refund of any Charges paid by the Customer to the Developer in respect of any Services which were to be performed after the date of effective termination, and will be released from any obligation to pay such Charges to the Developer (such amount to be calculated by the Developer using any reasonable methodology).
- 15.4 Save as provided in Clause 15.3(c), the Customer will not be entitled to any refund of Charges on termination, and will not be released from any obligation to pay Charges to the Developer.

### 16. General

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- 16.1 Any notice given under the Agreement must be in writing (whether or not described as “written notice” in the Agreement) and must be delivered personally, sent by first class post, or sent by fax or email, for the attention of the relevant person, and to the relevant address or email address given below (or as notified by one party to the other in accordance with this Clause).

The Developer

Free Thinking Design Limited, 26 Tesla Court, Lynchwood, Peterborough, PE2 6FL

Email: [info@freethinkingdesign.co.uk](mailto:info@freethinkingdesign.co.uk)

The Customer

The addressee, address, fax, and email address specified in the Proposal

- 16.2 A notice will be deemed to have been received at the relevant time set out below (or where such time is not within Business Hours, when Business Hours next begin after the relevant time set out below):
- (a) where the notice is delivered personally, at the time of delivery;
- (b) where the notice sent by first class post, 48 hours after posting; and
- (c) where the notice sent by email, at the time of the transmission (providing the sending party retains written evidence of the transmission).
- 16.3 No breach of any provision of the Agreement will be waived except with the express written consent of the party not in breach.
- 16.4 If a Clause of the Agreement is determined by any court or other competent authority to be unlawful and/or unenforceable, the other Clauses of the Agreement will continue in effect. If any unlawful and/or unenforceable Clause would be lawful or enforceable if part of it were deleted, that part will be deemed to be deleted, and the rest of the Clause will continue in effect (unless that would contradict the clear intention of the parties, in which case the entirety of the relevant Clause will be deemed to be deleted).
- 16.5 Nothing in the Agreement will constitute a partnership, agency relationship or contract of employment between the parties.
- 16.6 The Agreement may not be varied except by a written document signed by or on behalf of each of the parties.
- 16.7 Each party may freely assign its rights and obligations under the Agreement without the other party's





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consent to any Affiliate of the assigning party or any successor to all or substantial part of the business of the assigning party from time to time. Save as expressly provided in this Clause or elsewhere in the Agreement, neither party may without the prior written consent of the other party assign, transfer, charge, license or otherwise dispose of or deal in the Agreement or any rights or obligations under the Agreement.

- 16.8 The Developer may subcontract any of its obligations under the Agreement to any third party, subject to obtaining the Customer prior written consent (not to be unreasonably withheld or delayed).
- 16.9 Neither party will, without the other party's prior written consent, either during the term of the Agreement or within 6 months after the date of effective termination of the Agreement, engage, employ or otherwise solicit for employment any employee or contractor of the other party who has been involved in the performance of the Agreement.
- 16.10 Each party agrees to execute (and arrange for the execution of) any documents and do (and arrange for the doing of) any things reasonably within that party's power, which are necessary to enable the parties to exercise their rights and fulfil their obligations under the Agreement.
- 16.11 The Agreement is made for the benefit of the parties, and is not intended to benefit any third party or be enforceable by any third party. The rights of the parties to terminate, rescind, or agree any amendment, waiver, variation or settlement under or relating to the Agreement are not subject to the consent of any third party.
- 16.12 The Agreement constitutes the entire agreement and understanding of the parties in relation to the subject matter of the Agreement, and supersedes all previous agreements, arrangements and understandings between the parties relating to the subject matter of the Agreement. Subject to Clause 11.1, each party acknowledges that no representations or promises not expressly contained in the Agreement have been made by or on behalf of the other party.
- 16.13 The Agreement will be governed by and construed in accordance with the laws of England and Wales; and the courts of England will have exclusive jurisdiction to adjudicate any dispute arising under or in connection with the Agreement.