



644 Bradford Road  
Batley  
West Yorkshire  
WF17 8HG

Tel. +44 (1924) 472 353  
Fax. +44 (1924) 440 007  
Email. [traffic@jexley.co.uk](mailto:traffic@jexley.co.uk)

## **TERMS & CONDITIONS 2016**

### **Section 1**

**Unless we have been informed otherwise or included any of the following in our scope of works, we shall assume that;**

- 1.1** All orders will be received in writing prior to any work commencing.
- 1.2** Others are to be responsible for the disconnection and reconnection of any electrics, mains and services unless otherwise outlined in our quote.
- 1.3** No changes to the layout of the work areas that could restrict the access of our staff or vehicles have taken place since our site surveyor has visited site(s).
- 1.4** Where we are unloading equipment from others transport it will be there upon our arrival or at the time agreed on the order. Waiting times will be charged on a daily/hourly rate over and above our quoted price.
- 1.5** The job we are quoting for is to be undertaken on a continuous working basis. Should you wish to segregate the move this can be undertaken at an extra cost.
- 1.6** Any equipment moved is to be repositioned once only. Subsequent moves will be charged on an hourly basis at our discretion if the time taken to complete this exceeds our quoted time on site.
- 1.7** Any requests for risk assessments, method statements or lift plans will be made to our office 48 hrs before the commencement of work. There **will** be an additional charge for this service.
- 1.8** All access routes must be kept clear for the duration of the operation
- 1.9** Where no site survey of the delivery / collection premises is possible and the access is insufficient for us to carry out the work outlined above without hindrance the additional time will be charged on an hourly/daily basis.
- 1.10** We have unrestricted access to all areas of work.
- 1.11** That there are no restrictions on the use of our gas / diesel powered equipment.
- 1.12** Where equipment is to be removed for disposal, prices quoted have allowed for any scrap value the equipment may have.
- 1.13** Any slinging points located on equipment is assumed to be of sufficient capacity to enable the machine to be lifted "as is", should this not be the case the client is responsible for supplying alternative slinging points or lifting information allowing us to lift the equipment safely and without damage.
- 1.14** All roadways and other surfaces are assumed to be of a suitable load bearing capacity to allow us access to and from site and to set up our plant and equipment for lifting. If we have not been made aware of any weight restrictions prior to starting work we cannot be held responsible for damage caused by our vehicles except through our own negligence.

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**1.15** For fixing purposes floors are taken to be a minimum depth of 200 mm (8") and of suitable strength to allow us to securely fasten foundation bolts for machinery into it. Should this not be the case and we are unable fix the bolts as required, any additional work required to secure the equipment will be undertaken as a separate quote or on an hourly/daily basis.

**1.16** An allocated space for us to park our vehicles, plant, equipment and site offices shall be available for the duration of our work on site.

**If any of the above points are not met and waiting time is incurred by ourselves we reserve the right to make an additional, hourly/daily rate charge over and above the quoted price.**

## **Section 2**

**Unless agreed with our site surveyor and detailed on this quote we have not made any provision(s) for;**

**2.1** Working weekends, bank holidays or outside hours 8am to 5pm. We may choose however to work additional hours at our own cost.

**2.2** Preparing foundations for any equipment.

**2.3** Providing shims or packing's for the lining / leveling of machinery.

**2.4** Bolts or chemical compounds (resins, grouts etc) required to secure machinery to the floor.

**2.5** Providing or disposing any packing materials associated with equipment.

**2.6** Moving benches, racks or cupboards holding associated machinery parts or stock that is not outlined on the quotation.

**2.7** Working in or around substances hazardous to health.

**2.8** Removing or disposing of any substances hazardous to health.

**2.9** Removing oil, water or other substances contained in heating / cooling rollers, sumps, gearboxes or any other assemblies which contain substances that are not self-contained whilst transporting the equipment.

**2.10** Time spent undertaking any site specific Health & Safety inductions or security checks.

**2.11** Alteration of any doorways or entrances to allow machinery to be taken out/installed or dismantling the machinery to achieve the same.

**2.12** Providing new bolts, screws, fixtures and fittings that are found to be unusable after dismantling any machinery.

**2.13** Re-Splicing conveyor / drive belts that need to be separated to allow us to move the machinery.

**2.14** Providing timber, securing straps nails or antirust compounds for securing machinery in others transport or into shipping container for export. Please contact us for prices should this option be required.

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## **Section 3**

### **Additional Notes:**

**3.1** A job sheet with the hours worked must be signed by an authorised person upon job completion. The hours listed on this sheet will be the hours chargeable at the quoted rates and the customer is responsible for ensuring that the person signing the sheet is authorised to do so.

**3.2** Payment terms for our account customers are strictly **30 days EOM** unless agreed with the management prior to work commencing.

**3.3** Payment terms for non-account customers are pro forma unless prior arrangements have been made.

**3.4** Late Payment. The company will be also be entitled to reimbursement of all external or additional costs and expenses reasonably incurred via agency and legal fees, along with interest of 5% per month or part thereof, accrued after the due date.

**3.5** Returned cheque. In the unfortunate event that your payment is returned by your bank, we reserve the right to request an administration charge of £20 (which includes an amount levied to us by our bank).

**3.6** Any claims for damages must be made **in writing** to our office within 7 days of our job sheet being signed off on site. Any claims for damage that have been repaired without informing our office, or is outside the 7 day notification period will not be entered into.

**3.7** Order numbers for additional work must be received in writing prior to us commencing work.

**3.8** Our insurance cover is £5,000,000 third party cover and £400,000 per single item lifted. Should you wish to insure any single items above this value please inform our office in writing prior to work commencement.

**3.9 Any cancellations (which include adverse weather conditions) must be made Monday to Friday during normal working hours of 8am-5pm at least 24hrs (or 72hrs over the weekend) before the job start time or a charge may be made of up to 100% of quoted price, as we may be turning down other offers of work.**

**Any non-standard i.e. hired-in equipment or plant may need to be cancelled more than 24 hours in advance of a booked job, cost to be advised upon cancellation.**