

Terms & Conditions of Engagement

Version 1.5 Dated 1st April 2012

- 1) All terms and conditions including scope-of-work, deadlines, penalties, terms of payment, confidentiality and/or non-disclosure between Catspaw Communications Limited and the Client, and/or any third party person(s) or organization(s) must be established in writing prior to the commencement of any service.
- 2) Where no other written agreement exists, the terms and conditions stated herein, (Sections 1 through 9) shall remain in effect.
- 3) Any variation to these terms and conditions must be made in writing, including the scope, details and effective dates of any variations. Signed copies of each and every agreement for variation must be made available to Catspaw Communications Limited and the Client.
- 4) The Client will be invoiced at each month-end for any completed work and/or work-in-progress, unless agreed otherwise in writing by Catspaw Communications Limited and the Client.
- 5) Each and every invoice issued to the Client will be payable on the 20th of the month following, unless agreed otherwise in writing by Catspaw Communications Limited and the Client.
- 6) Overdue invoices will be payable within 7 days.
- 7) All work-in-progress is subject to copyright and remains the property of Catspaw Communications Limited and may not be used, in part or in whole, for any purpose and may not be disclosed, in part or in whole to any other person(s) or organization(s) until such time as all outstanding and/or overdue invoices are paid in full.
- 8) The Client agrees that data and information supplied by Catspaw Communications Limited is not to be distributed or used by any person(s) or organization(s) until checked and approved by the Client.
- 9) The Client agrees to limit any liability relating to data and information supplied by Catspaw Communications Limited to the amount charged on the related monthly or weekly invoice(s).