

## Terms of Engagement

- Valuation services will be provided solely for the use of our client and other specifically authorised parties and no-one else.
- Unless stated otherwise, all reports prepared by us in the provision of services will be written for the stated purposes alone. We do not provide a site or structural survey in respect of the property to be valued, neither do we purport to be suitably qualified to provide professional advice in respect of building or site contamination.
- Services are provided on the basis that the client has provided us with a full and frank disclosure of all information and other facts which may affect the valuation. We accept no liability in respect of the valuation where such a full disclosure has not been made.
- Neither the whole nor any part of any report, or any reference to the same, may be included in any published document, circular or statement without our written approval as to the form and context in which it may appear.
- All opinions of value expressed by us or our employees are subject to our Policies and any Conditions contained in our written report.
- Any quotation / estimate for the provision of services is valid for 10 working days from its date.
- We reserve the right to submit interim invoices for services where it is considered necessary to do so.
- All disbursements, including travelling and other reasonable expenses incurred by us in the provision of our services, shall be fully recoverable from the client as and when incurred.
- Where arrangements are made for payment other than payment on collection, all accounts are payable on the 20<sup>th</sup> of the month following invoice.
- Duke & Cooke Ltd reserve the right to charge interest, at 2% per month, on all overdue accounts.
- Should a debt collection agency be required to collect an overdue account all additional recovery costs will be added to the outstanding amount for collection.
- Where there is any conflict between any term in this document and the provisions of the Consumers Guarantee Act 1993, the latter shall prevail.
- Any personal information collected and held by us will be used for purposes related to servicing your needs in respect of valuation or property management services. Under the Privacy Act 1993 you have the right of access to and correction of personal information about you that we hold.
- These Terms apply to all transactions between the client and Duke & Cooke Ltd.
- Should you dispute these Terms of Engagement please contact our office immediately, prior to job commencement, for discussion and negotiation.