

## **AIUK PAYMENT TERMS AND CONDITIONS**



### **Scope**

Unless indicated otherwise these terms and conditions apply to clients seeking or holding AIUK accreditation and to those activities in connection with an AIUK recommendation for appointment to undertake regulatory conformity duties.

### **FEE STRUCTURE**

#### Application fee

When seeking accreditation step one is to submit the completed application forms AAF0001 & SI0001 and self assessment form SAF0001 so that we can begin a review of suitability and readiness for accreditation. A detailed quotation, Terms & Conditions and Agreement will be issued to the Applicant for signature, together with the necessary request for payment. The Applicant approves the quotation and then pays all fees as detailed in the quotation and returns all required documents to AIUK.

#### **Initial Assessment activities**

Initial assessment work is then required for the approval of accredited status under a number of Standards currently being offered for accreditation by AIUK or alternately the assessment and approval of a competent person.

#### **Surveillance and Re-assessment Work**

After accreditation is granted clients will be supplied with a three-year accreditation program. As a result of audit findings clients will be advised of any revised audit requirements including additional costs or visits brought about by verification audits, clearance of non conformities or extension of scope.

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### **Extension of Scope**

Organisations requiring extension of their accreditation must complete the appropriate Application Form for the appropriate category available from the AIUK website. Additional assessor, expert or administration time required will be charged at rates laid out in Fees Document AIUKF0001

### **Units of Time**

Rates for AIUK services will be calculated in man days. We will not invoice our time for journeys wholly within the United Kingdom (Main Land). If the working day is unduly prolonged, an additional half day per person may be charged. However this will be discussed and agreed with you before hand.

### **Annual Accreditation Fee**

Apart from the fees for assessment work above, there is an annual charge for maintaining accredited or recommended notified body status. See Fees Document AIUKF0001

### **Technical Supplement**

Where a client's specialty or other circumstances require us to use specialist assessors, costs incurred by AIUK will be passed on to the client.

### **Expenses**

We will pass on to the client travel and other, out of pocket, expenses only at cost.

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### **Reinstatement fee**

Where a client's accreditation is suspended for financial reasons i.e: late payment of invoices, a fee will be charged for reinstating the accreditation once the outstanding balance has been settled.

### **Quotations**

Clients are entitled to quotations before work begins. Once work has commenced, the client is deemed to have accepted the quotation and is committed to paying for the quoted quantity of effort and any out of pocket expenses. AIUK reserve the right to amend any initial costings to include any extra work needed due to circumstances beyond our control.

### **Invoices**

Invoices are raised in Pound Sterling at the exchange rate current at the time of invoicing. All transfer and currency conversion fees will be paid by the client. Value Added Tax (VAT), when applicable, will be applied according to UK rules.

Terms of payment are 14 days maximum from the date of invoice. Fees up to and including initial assessment must be paid before any work is carried out. Accreditation will only be granted on payment of all agreed due fees.

### **Payment Methods**

We accept cheques, BACS and direct debit payments.

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### **CANCELLATION POLICY**

Visits will normally be booked two months in advance.

If a client agrees the date of a visit and then cancels or postpones it, there will be a cancellation charge of 30% of the fee if the cancellation or postponement is within 30 or more days from the agreed date and a 90% charge of the fee if this is within 30 days from the due date

In all cases, any non-refundable travel or subsistence costs that have been incurred will be recovered from the client at cost price.

An invoice for the cancellation charge will be sent to the client and AIUK reserve the right to withhold any renewal of accreditation until it is settled.

### **GUIDELINES FOR BILLABLE TRAVEL COSTS**

#### **Mode of Travel**

A private or hire car will be used when it offers advantages in working or travel time and cost over other transport modes. The standard of travel is normally economy air travel on short haul or premium economy on medium haul and standard A/C class rail unless special circumstances justify the additional cost of other classes.

The following items are reimbursable by the company and will be re-billed at cost.

Mileage at the standard rate, set by the company for all journeys, is 55p per mile.

Parking charges, airport parking at long stay rates, overnight garage accommodation.

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Hire of a car and fuel up to 1600cc to reach a client from an airport or taxi fares.

Accommodation in a suitable room in a hotel of a reasonable standard (4 star)

After traveling medium or long haul (4 hours flight time or more) work will commence the first whole day after arrival. (Subject to jet lag)

When travel is not possible, (trapped weekend days) they are not generally billed.

Accommodation and meals are payable as normal.

Down time on travel charged at 50% daily rate.

AIUK reserve the right to withhold any accreditation until all invoices due are satisfied.

**ACCREDITATION  
INTERNATIONAL**