



## Terms &amp; Conditions

- Deposit and Signed Quote will be required before booking a Survey or starting any project.
- This documentation is intended solely for the intended addressee. This communication may contain information that is confidential, proprietary, legally privileged and/or otherwise protected from disclosure. No confidentiality, ownership right or privilege is waived or lost by any mistransmission or errors.
- Client's responsibility to check any restrictive covenants, current planning restrictions on the land and obtain any freeholder/leaseholder approvals pre-planning.
- Drawings or other documents attached to this documentation may not be changed or in any other way be used without given authorization of the copyright owner. Drawings or other documents are only to be used for stated purpose. All rights reserved.
- Unless otherwise stated, any pricing information given in this message is indicative only, is subject to change and does not constitute an offer to deal at any price quoted. Any reference to the terms of executed transactions should be treated as preliminary only and subject to our formal written confirmation or contract where signatories will include DesignLabs London and the client.
- No work will be carried out by DesignLabs London until receipt of signed quote has been received by fax, post or email and the agreed deposit paid.
- In case of surveys, the site must also be safe in compliance with HSE guidelines. 3D Surveys issued to you are hosted on cloud and may be available for a limited time only. Extended cloud hosting of 3D Surveys may attract hosting charges which will be agreed with you in writing beforehand.
- Ordnance Survey Site Plan & Topography in 1:1250 scale cad format are payable by client. Preparing sheets for Site & Block Plans will be charged at £40 each.
- SOME OF OUR TERMS OF PAYMENT WILL BE STATED ON THE INVOICE. Invoices may be raised for every stage individually or combined with several stages as per quote. Payment terms are payment on invoice with maximum 15 days wait before any interest of 8% p.a. becomes chargeable or any withdrawal of services issued.
- Make all cheques payable to DesignLabs London Ltd
- 3-Dimensional drawings will be conceptualize using models from our library. 3-Dimensional Drawing Set may contain Plans with Shadows, Isometrics, Perspectives, Computer Generate Images (CGIs), Renders or Mix of all or some of the above.
- By signing this quote client gives us permission to take photographs of their property at various stages of the project which may be used for planning process, liaising with your builders, structural engineers, other consultants, marketing, research & case studies. These will be property of Designlabs London and may be available to client on written request.
- No Changes permitted once drawings are drawn and sent for planning unless agreed in writing. Re-designing of layout and or changes on site will be charged at hourly rates show in the quote unless agreed in writing.
- This quote does not include Surveying, Site Specific Planning Research, Planning Services, Re-design Services, Engineering Services, M&E, Lighting & Electrical layouts, Heritage Statements, Design and Access Statements, Quantity Surveying, Site Management, Project Management, Contract Administration, Quality Control, Site Management, Floor Risk Assessment, Light and Shadow Studies, Project Management, Contract Administration, Quality Control, Party Wall Agreements, Building Control, Tree Surveys or Report, Ecology Surveys or Report, Drainage Surveys or Report, Specialist Reports, Engineering Services, etc unless clearly specified in the quote or agreed in writing.
- Fees do not include fees payable to Structural Consultants, Electrical Engineers, Mechanical Engineers, Quantity Surveyor, CDM Coordinator, Ecology Consultants, Additional Maps that may be required, Fire Consultants, Acoustic consultants, Local Authority, Planning Consultants, Application Registration Fees to Local Authority, Building Control Inspections, any other Council Departments, other Specialist Consultants or governing bodies unless clearly specified in the quote and agreed in writing.
- Also, fees do not include any additional services unless noted and agreed in writing with Designlabs London.
- Due to data protection and trade secrets, by no means we will be able to release any AutoCAD or Revit files. All drawings will be released in a PDF format unless specifically discussed beforehand.
- If required or requested, coordination with specialist consultants will be chargeable at hourly rates shown in the quote.
- Late payment – Payments due over a month will be charged as per govt. guidelines. For further information please visit <https://www.gov.uk/late-commercial-payments-interest-debt-recovery/charging-interest-commercial-debt>

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Thank you for your business!