

# Authoring & Learning Solutions

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## TERMS AND CONDITIONS of ENGAGEMENT

1. ALS does not demand a specification in advance nor does it provide client contracts. Within budgets and timeframes stipulated by the client in writing in advance (see 3 below), a specification evolves on the basis of client agreement and active input to each stage of development .
2. ALS will work only with one nominated individual with responsibility for the client project, and who has authority to make decisions, give instructions and authorise payment for completed work on behalf of that client.
3. Before proceeding with a contract, ALS requires the client to issue two copies of a signed Letter of Engagement, setting out overall aims, project milestones and deadlines, providing clear invoicing limits, dates and details, and nominating an individual to work with ALS (see 2 above). A copy will be signed and returned by ALS in confirmation of its responsibilities to the client. This is not a specification (see 1 above) but a mutually-agreed framework within which development can proceed.
4. All ongoing instructions, development decisions and action points, whether made in person or by telephone, are to be recorded and shared by e-mail between ALS and the client as appropriate.
5. If not already in existence, and in any case following return of the Letter of Engagement to the client (see 3 above), ALS will set up a development website to display work as it proceeds.
6. ALS invoices are to be paid within 30 days of invoice date.
7. ALS costs are subject to VAT at current rates.