

Terms and Conditions

1. AEW Services Website Introduction

- 1.1 These terms and conditions shall govern your use of our website.
- 1.2 By using our website, you accept these terms and conditions in full; accordingly, if you disagree with these terms and conditions or any part of these terms and conditions, you must not use our website.
- 1.3 Our website uses cookies; by using our website or agreeing to these terms and conditions, you consent to our use of cookies.

2. Copyright notice

- 2.1 Copyright (c) 2012 – 2016 AEW Services.
- 2.2 Subject to the express provisions of these terms and conditions:
 - (a) we, together with our licensors, own and control all the copyright and other intellectual property rights in our website and the material on our website; and
 - (b) all the copyright and other intellectual property rights in our website and the material on our website are reserved.

3. Licence to use website

- 3.1 You may:
 - (a) view pages from our website in a web browser;
 - (b) download pages from our website for caching in a web browser;
 - (c) print pages from our website;subject to the other provisions of these terms and conditions.
- 3.2 Except as expressly permitted by Section 3.1 or the other provisions of these terms and conditions, you must not download any material from our website or save any such material to your computer.
- 3.3 You may only use our website for your own personal and business purposes, and you must not use our website for any other purposes.

4. Acceptable use

- 4.1 You must not:
 - (a) use our website in any way or take any action that causes, or may cause, damage to the website or impairment of the performance, availability or accessibility of the website;
 - (b) use our website in any way that is unlawful, illegal, fraudulent or harmful, or in connection with any unlawful, illegal, fraudulent or harmful purpose or activity;
 - (c) use our website to copy, store, host, transmit, send, use, publish or distribute any material which consists of (or is linked to) any spyware, computer virus, Trojan horse, worm, keystroke logger, rootkit or other malicious computer software;
 - (d) conduct any systematic or automated data collection activities (including without limitation scraping, data mining, data extraction and data harvesting) on or in relation to our website without our express written consent;
 - (e) use data collected from our website to contact individuals, companies or other persons or entities.

5. Limited warranties

- 5.1 We do not warrant or represent:

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- (a) the completeness or accuracy of the information published on our website;
- (b) that the material on the website is up to date; or
- (c) that the website or any service on the website will remain available.

6. **AEW Services email address and phone numbers and personal details.**

- 6.1 Email address and phone numbers shown on this web site are for the use of clients and or potential clients. In using these email address and phone numbers however obtained you agree to these terms and conditions as per 6.4.
- 6.2 Email address ending @aewservices.co.uk and starting with a name are for the use of the employees that they were issued to and are subject to the following terms of use. In using these email address however obtained you agree to these terms and conditions as per 6.4.
- 6.3 Phone numbers and personal details supplied when completing web site and or forms for registration purposes, services are subject to the following terms of use. In using, adding to databases, storing as computer files, compiling as any form of electronic or paper database you agree to these terms and conditions as per 6.4.
- 6.4 You must not:
 - (a) use email address to send spam, marketing material / un solicited email etc. to AEW Services
 - (b) sell / transfer even within the same group / company any email address, phone numbers, personal details without written permission.
 - (c) use phone numbers to make unsolicited, marketing calls with out being approached for this information first.
 - (d) store, keep email address, phone numbers, personal details, passwords in any database, server, filing cabinet that is not fully encrypted to a standard that exceeds the requirements of the "Data Protection Act" and or the "Financial Services Authority".

7. **General terms and conditions of business**

7.1 Payment

- (a) All products and services supplied by AEW Services to our clients remain the property of AEW Services until full payment is received.
- (b) Until payment is made in full only drawings, documents in PDF format will be transmitted on receipt of payment dwg, model files will be emailed or made available for download.
- (c) Copy's of files relating to a client projects that we have worked on and have been paid for in full can be stored on are server to aid further work. We will endeavour to store file safely however we take no responsibility for client files and the client should always have a backup of theses drawing and or model data.
- (d) Our standard payment terms for account customers require payment to be made no latter than the 20th day of the month preceding the invoice date. To remove any misunderstandings the payment by date is shown on the invoice. We reserve the right to charge interest at 8% above the Bank of England Base Rate on late payments.
- (e) Our standard payment terms for non-account customers are a 50% deposit and full payment before delivery. In all cases this is at the sole discretion of AEW Services and can be adjusted to suit based on a project by project bases.
- (f) If, on receipt of an invoice, a client disputes one or more items on the invoice, this dispute should be raised with us in writing or via email no later than 7 days from receipt of the invoice.

7.2 Conditions of Services

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- (a) Any Estimate /Quotation are valid for a period of 30 days only.
- (b) The Client shall ensure that its order is complete and accurate and the project information supplied is correct. If additional work has to be carried out due to missing or inaccurate information further charges at the current rate can be charged at AEW Services discretion. In all cases this will be confirmed in writing prior to the additional work being carried out.
- (c) AEW Services will endeavour to interpret your project information correctly but it is in all cases the responsibilities of the client to verify the accuracy of the drawings etc before there use. AEW Services shall not be liable for any errors or omissions.
- (c) All drawings and relating documents must be checked by the Client prior to being Issued or worked to. All designs and details must be covered by the Clients own respective insurance Policies. No Claims, for any reason whatsoever, shall be made against AEW Services from the Client or any other Third Party.
- (d) AEW Services will not be liable for any design responsibility, as it does not carry PI Insurance to cover design at this time.
- (e) AEW Services shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to AEW Services by the Client or its agents.

8. Variation

- 8.1 We may revise these terms and conditions from time to time.
- 8.2 The revised terms and conditions shall apply to the use of our website from the date of publication of the revised terms and conditions on the website, and you hereby waive any right you may otherwise have to be notified of, or to consent to, revisions of these terms and conditions.

9. Severability

- 9.1 If a provision of a contract under these terms and conditions is determined by any court or other competent authority to be unlawful and/or unenforceable, the other provisions will continue in effect.
- 9.2 If any unlawful and/or unenforceable provision of a contract under these terms and conditions would be lawful or enforceable if part of it were deleted, that part will be deemed to be deleted, and the rest of the provision will continue in effect.

10. Law and jurisdiction

- 10.1 A contract under these terms and conditions shall be governed by and construed in accordance with English law.
- 10.2 Any disputes relating to a contract under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of England.

11. Statutory and regulatory disclosures

- 11.1 Our VAT number is 16 68344 78
- 11.2 Our postal address is AEW Services, Studio Cottage, Driffield, Cirencester, Glos, GL7 5PY
- 11.3 Our phone number is 01285 323510

12. Our details

- 12.1 The website is owned and operated by Alex & Ellena Whitaker.