

General terms of business

Definitions

In this agreement references to "e-volve", "e-volve consulting", "we", "us" and "our" are references to e-volve consulting ltd and to "candidate/s", "individual/s", "you", "your", "yours" are references to the candidate.

Services and scope of agreement

e-volve consulting and our associates offer a range of services to businesses and individuals. These services will each be covered by a letter of engagement covering the details of that specific service and where issued will be in addition to these General Terms of Business. The agreement relates to Search, Selection, Training, Interim Management, Consulting or any other professional services which we enter into on your behalf.

Fees and payment terms

Fees will be agreed with you for individual services or a package of services in a letter of engagement or specific Terms of Business. Fees can be one off, retained or success related as appropriate to our clients needs. In all cases fees will incur VAT at the prevailing rate.

As a professional business we ask you to pay our fees promptly within 14 days of receipt of our invoice or any earlier date as specified in a specific letter of engagement. We reserve the right to charge interest on invoiced amounts unpaid for more than 7 days at 2.5% per month to be charged from the date of the invoice. We aim to keep fees as reasonable as possible by ensuring that clients who pay promptly do not subsidise those who delay payment. We trust that you will appreciate our approach and work with us in this respect.

Confidentiality and data protection

In order to provide our services to you we will hold personal and company data which may include name, address, contact details, employment history, qualifications, financial information, company details etc. From time to time we may use this information for marketing purposes. You also agree that any data we hold about you may be transferred to any successor organisation of e-volve. A successor organisation may be one which takes over some or all of our functions or services, or a subcontractor who we appoint.

We value our client's privacy and abide by strict confidentiality guidelines. On occasion we may work with partners or associates in delivering our service to you. To this extent we may pass details of your business to the said associates or partners but only in respect of our services to you. We expect our clients to also act professionally in this respect. If you pass on information to another business, agency, associate or consulting firm without our express prior agreement we reserve the right to make a reasonable charge for the intellectual property passed on or loss incurred by us.

Updates to terms of business

This agreement supersedes all other Terms of Business and is in addition to Specific Terms of Business services or any Letter of Engagement or Agreement.

Confirmation

You will be deemed to accept these Terms of Business by virtue of receipt of any information or services from e-volve consulting or our associates.