

Letter of Method

22/06/2006

**Our estimated and quotation prices include installation and operational details as follows:**

Sound Services are agents for Soundlab, Eagle, Jamo, IMG Stageline, Monacor, Audiotechnica, Toa, Teac, Trantec, InterM/Inkel, Ramsa, RCF and other equipment by leading manufacturers.

Our price includes our engineers being on site as agreed together with all labour, travelling, subsistence, cable, connectors, outlet box plates, loudspeaker brackets, trunking, sundries etc.

Our prices include a discount to cover the removal of any existing equipment that is made redundant by the acceptance and installation of the proposal - this equipment may be used by Sound Services as spare parts for repairs etc. Induction loops for the hard of hearing shall reach BS6083 Part 4 1981 and the requirements of the RNID.

**Terms of Trading 15/06/2009**

**Please note** that licences from PPL (Phonographic Performance Ltd) on 0207 437 0311, PRS (Performing Rights Society) on 0345 581868 or 0207 580 5544, MCPS (Mechanical Copyright Protection Society) and others are required prior to playing any pre-recorded or live music to the public - this includes music from sources such as radio, tape, video, jukebox, TV, disc, record, computer, hard disc, live bands, discotheques or any other device.

May we take this opportunity to explain the following:

- Invoices to account customers are net and strictly due for payment within a maximum of 42 days of issue - all other invoices are issued for payment on or before delivery. Overdue invoices will incur interest at the rate of 1.5% per calendar month.
- **All goods remain the sole property of T & C Freeman t/a Sound Services (soundservices.co.uk) until they are paid for in full. This retention of title shall allow Sound Services and/or its agents to recover any equipment supplied by them if payment in full is not forthcoming from the customer and/or the purchaser and/or the keeper of the equipment in question.**
- Any costs incurred in collecting outstanding amounts (including interest, administration costs, court fees etc.) shall be passed on, in full to the customer and/or the purchaser and/or the keeper of the equipment in question. VAT will be added to these costs.
- All hires are due for payment prior to the event unless specific credit facilities have been arranged with Sound Services.
- Sound Services is an independent local company which is not tied to any one manufacturer or importer - this allows us to offer equipment that is economic and ideally suited to your requirements.
- Induction loops shall reach **EN60118-4** (formally **BS6083** Part 4 1981), **BS7594** and the requirements of the RNID.
- There are a number of regulations that relate specifically to the design, installation and commissioning of sound and voice alarm systems. Where appropriate our work and equipment shall meet these regulations as follows:

**BS6259 (1997)**

Code of practice for the design, planning, installation, testing and maintenance of sound systems.

**BS7443 (1991)**

Specification for sound systems for emergency purposes. This standard has been withdrawn and superseded.

**BS7827 (1996)**

Code of practice for designing, specifying, maintaining and operating emergency sound systems at sports venues

**BS5839 Part 4 (1988)**

Fire detection and alarm systems for buildings. Specification for control and indicating equipment. This standard has been withdrawn and superseded.

**BS5839 Part 8 (1998)**

Fire detection and alarm systems for buildings. Code of practice for the design, installation and servicing of voice alarm systems

**BS5839 Part 9 (2003)**

Fire detection and alarm systems for buildings. Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems



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- The senior partner has 28 years experience in the sound and communications industry and Sound Services has been established for over 15 years.
- All equipment is guaranteed for a minimum period of 12 months. We offer our own UK only 12 month RETURN TO BASE warranty in addition to manufacturers guarantees and your legal rights. If this equipment is supplied to users outside of the UK the warranty is with the equipment manufacturer
- All work is personally supervised by the senior partner.
- All quoted and estimated prices are net, valid for 45 days and subject to VAT.
- Please note that individual quoted and estimated prices are only valid should the proposal as a whole be accepted.
- Stage payment invoices shall always be issued for payment within these terms on all occasions when work is carried out in stages of installation or fixes.
- Quotations and estimates do not include any approbation for any retention or other unauthorised discounts.
- Our schedule D reference number is: 45182 81927.
- Please note: *"that the installation of security systems including burglar alarms, closed circuit television and **public address sound systems** are specifically excluded from the Construction Industry Tax Deduction Scheme". Should you require further information please obtain a copy of booklet IR14/15 in the Construction Industry Series, September 1992 from your local Inland Revenue Office. This exclusion requires that our invoices are paid in full with no deductions made by yourselves for tax purposes.*
- Sound Services is fully covered by Contractors Liability Insurance.
- We are usually able to carry out this work within 14 to 21 days of receiving your official purchase order.
- All building works are to be carried out by others.
- Any access towers, hoists or platforms that are required for the job shall be charged extra at a rate of cost plus 20% plus VAT.
- It is understood that we are able to park our vehicle(s) adjacent to the site or venue.
- Our price includes a discount to cover the removal of any existing equipment that is made redundant by the acceptance and installation of this proposal - this equipment may be used by Sound Services as spare parts for repairs.
- Where appropriate it is assumed that any existing equipment and wiring that is to be re-used is of safe and good quality, meets any current regulation or requirement and is in total working order. Any extra work required on these items will be charged extra.
- The content, layout and gist of this document remains the intellectual property of Sound Services and may not be reproduced or distributed in any way without the prior written consent of Sound Services.
- All invoiced prices are subject to VAT at the current rate.
- These terms are the essence of any and all contracts.

## Installation and work dates:

Provided we have the original copy of your official written purchase order in our hands we will be able to install, test and commission all work on the dates as arranged.

## Testing & commissioning of system - warranty & guarantee:

We offer our own 12 month RTB warranty in addition to manufacturers guarantees and your legal rights. Cassette and CD mechanisms are, however, covered only for 1500 hours of actual use. This usually equates to around 24 months average use. (We normally find that the cassette & CD player last a LOT longer than their warranty period if they are looked after and operated correctly). Ingress of dirt & foreign objects and damage to cables & connectors together with batteries and other consumables are expressly not covered by the warranty.

The warranty on portable equipment is strictly **RETURN TO BASE** only and does not cover any equipment not supplied by Sound Services, any loss of earnings or any other costs whatsoever.



## Method Statement:

As all of the above plus the system and/or equipment shall be installed using our own and specialist labour. Partner, T R Freeman, shall personally be on site and supervise the work. Sound Services will use all of their own tools, steps and ladders. All high level work (such as the installation of the loudspeakers and brackets, shall at all times be carried out by one engineer on the steps/ladder and the other 'footing' and acting as safety overseer. If required any immediate area surrounding ladder or other high level work will be cordoned off to prevent unauthorised access to the work area.

## Insurance details:

We are pleased to confirm our insurance details as follows:

AXA Employers Liability Insurance  
Policy no: EG HOM 1677290  
Renewal date: 31<sup>st</sup> January annually

## Bank details:

We are pleased to confirm our bank details as follows:

Nat West Bank PLC  
PO Box 111, 176 Fleet Rd, Fleet, GU51 4DA  
Telephone 01252 375454  
A/C no: 49211536  
Sort Code: 60-08-42  
A/C name: T & C Freeman t/a Sound Services

## Schedule D

Our schedule D reference number is: 45182 81927

Our tax office is: Wey Valley  
Duke Court  
Duke street  
Woking  
Surrey  
GU21 5XR

## Construction Industry Tax Deduction Scheme

please note: "that the installation of security systems including burglar alarms, closed circuit television and **public address sound systems**" are specifically excluded from the Construction Industry Tax Deduction Scheme.

Should you require further information please obtain a copy of booklet IR14/15(CIS) in the Construction Industry Series, April 2006 from your local Revenue & Customs Office.

This exclusion requires that our invoices are paid in full with no deductions made by yourselves for tax purposes.

## About Sound Services

- Title: All goods remain the sole property of Sound Services until they are paid for in full. This retention of title shall allow Sound Services to recover any equipment supplied by them if payment in full is not forthcoming from the customer and/or the purchaser and/or the keeper of the equipment in question.
- Orders: Please note that telephoned orders may be recorded.
- Carriage: We pay the carriage on all orders radiomic orders and other orders with a net value of £200.00 + VAT.
- Prices: Are all subject to VAT at the current rate – E&OE
- Dispatch: We normally dispatch goods to you within 48 hours of receiving your payment and/or order.
- Orders: Educational, government and council official written orders welcomed.
- Credit: Approved credit accounts welcomed.
- Stock: We continue to hold good stocks of most items and have spares for most of our products.
- Visitors: We are always pleased to see our customers, old and new, by prior appointment.



# soundservices.co.uk

Sound Services, 43 Albany Road, Fleet, Hants, GU51 3PU, UK  
phone: 01252 620227  
fax: 01252 627505  
email: sales@soundservices.co.uk  
www.soundservices.co.uk  
www.soundservices.org.uk  
VAT: 479 7742 77

- Payment: Most major credit cards and PayPal accepted - written confirmation of your order by fax or post is required 24 hours prior to any goods being despatched or Cheque with order please - approved credit accounts NET 28 days.



**PayPal**

PayPal allows any business or consumer with an email address to securely, conveniently and cost-effectively send and receive payments online. PayPal's network builds on the existing financial infrastructure of bank accounts and credit cards to create a global, real-time payment solution. PayPal delivers a product ideally suited for small businesses, online merchants, individuals and others currently underserved by traditional payment mechanisms.

The size of their network and widening acceptance of PayPal have helped them become the leading payment network for online auction websites, including eBay. PayPal is also being increasingly used at other e-commerce sites for the sale of goods such as electronics and household items, the sale of services such as web design and travel, and the sale of digital content. Offline businesses, including lawyers, contractors and physicians, have increasingly begun to receive payments online through PayPal. PayPal's service, which lets users send payments for free, can be used from PCs or web-enabled mobile phones.

To register with PayPal visit [www.paypal.co.uk](http://www.paypal.co.uk)



- Guarantee: We offer our own 12 month RTB warranty in addition to manufacturers guarantees and your legal rights. Cassette and CD mechanisms are, however, covered only for 1500 hours of actual use. This usually equates to around 24 months average use. (We normally find that the cassette & CD player last a LOT longer than their warranty period if they are looked after, kept clean and operated correctly). Ingress of dirt & foreign objects and damage to cables & connectors are expressly not covered by the warranty. The warranty is strictly **RETURN TO BASE** only and does not cover any equipment not supplied by **sound services**, any carriage incurred returning equipment to **sound services**, any loss of earnings or any other costs whatsoever.
- Batteries: NO NOT use re-chargeable batteries with radiomic systems.
- Induction loops shall reach EN60118-4 (formally BS6083 Part 4 1981), BS7594 and the requirements of the RNID.
- Repairs: We have a fully equipped workshop for the service and repair of all makes of audio and sound equipment that we distribute - we hold stocks of spares for most products including headband radiomic systems.
- Licences: Licences from PPL (Phonographic Performance Ltd) on 0207 437 0311, PRS (Performing Rights Society) on 0345 581868 or 0207 580 5544, MCPS (Mechanical Copyright Protection Society) and others are required prior to playing any pre-recorded or live music to the public - this includes music from sources such as radio, tape, video, jukebox, TV, disc, record, computer, hard disc, live bands, discotheques or any other device.
- Agencies: We offer full sales and service facilities for Audiotechnica, Adastra, Skytronic, Samson, Trantec, Toa, Shure, IMG Stageline, Soundlab, Inkel, Eagle, Teac, Monacor, Citronic, McGregor, Citronic, Skytec, Comtel and other respected products.



please take a moment to visit the **sound services** website - [www.soundservices.co.uk](http://www.soundservices.co.uk)