

Chartered Institute of Ecology and Environmental Management Service Agreement

Schedule of Appointment

This agreement is made on (date) 20.....

and is made between(Consultant)

and (Client)

for (Project Title)

at(Location(s))

1. Commencement Date

Completion Date.....

2. Clauses in the attached Conditions of Appointment that shall apply:

.....

.....

3. Clauses in the attached Conditions of Appointment that shall not apply:

.....

.....

4. Additional clauses or specific conditions:

.....

.....

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.....

5. Evidence of Insurance:

	Consultant	Client
Company Name		
Address		
		
		
		
Type		
Amount Insured		
Expiry Date		

6. Agreed Liabilities:

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7. Fees:

Before the commencement of this project remuneration for the services specified below shall be agreed and shall include, as appropriate, total fee, rates of payment, expenses, stage or part payments and dates of payment and methods of calculation and methods of payment. These are detailed below.

i.) Lump Sum

The total agreed fee for this project is (in words)

.....

(in figures)£

Interim payments shall be made:

- initial fee (25% total fee) then*;
- monthly in arrears*;
- quarterly in arrears*;
- on completion of work*;
- as stages payments at agreed times as follows*:

(* delete as appropriate)

ii.) Hourly or Day Rates

Rates for fees charged on a time basis shall be:

Staff	Day Rate	Hour Rate
.....	£	£
.....	£	£
.....	£	£
.....	£	£
.....	£	£
.....	£	£
.....	£	£
.....	£	£

Dates for payments:.....

8. Expenses: (* delete as appropriate)

- The fees charged are inclusive of all expenses*
- The fees charged are exclusive of expenses* (specified below):

Mileage rates:.....pence per mile

Other expenses:

.....

9. All fees and expenses are exclusive of VAT

VAT will/will not* be charged (* delete as appropriate according to registration status)

10. Compensation

Compensation rates for delay in completion, failure to complete or termination prior to completion by either party, for all or part of the specified project are agreed as:

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.....

11. Length of notice to be provided in writing for termination of all or part of the agreement

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.....

12. Project Specification

i.) Objectives:.....

.....

ii.) Site Visits:.....

.....

iii.) Copies of reports required:

	Interim	Draft	Client
Number			
Dates			

v.) Period for which reports shall be kept confidential:

.....

.....

v.) Detailed scope of work (if required, continue on separate, numbered pages):

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Signed: for Consultant

Name: Date:.....

Signed:for Client

Name: Date:.....

Witnesses:

Signature: Signature

Name:..... Name:.....

Address:..... Address:.....

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