



SICO Europe Limited The Link Park Lympe Industrial Estate Lympe, KENT England CT21 4LR

RQM024696

Three Year Preventive Maintenance Agreement

Date: 22/05/23

To:

Nutfield Church CofE Primary School
59 Mid Street
Surrey
RH1 4JJ

Delivery:

Nutfield Church CofE Primary School
59 Mid Street
South Nuffield
Surrey
RH1 4JJ

Prepared by:

Madeline Watmore
mwatmore@sico-europe.com
Phone: +44 (0) 1303 234015 / Fax: +44 (0) 1303 234001

Contact: Daniel Walker-Cheetham-

Phone: 01737823239/ **Fax:**

Email: bursar@nutfield.surrey.sch.uk

Description	Qty	Unit Price	Total Price
10 No. SICO Combined Table and Seating Units	10	28.00	280.00
Grand Total per Annum GBP			280.00

Your Three Year Preventive Maintenance Agreement:

- ✓ Three annual service visits, we will contact you to arrange the date
- ✓ Each service is completed by a fully trained and DBS checked SICO Engineer
- ✓ We'll complete minor repairs and replace consumable parts as necessary at the time of service
- ✓ We can also provide refresher training for on-site operators (on request)
- ✓ We'll report on the condition of all units serviced, any parts fitted and any further work required
- ✓ The service will enable you to comply with the Provision and Use of Work Equipment Regs 1998
- ✓ We invoice annually after each service has been completed

If you would like to proceed with this agreement, the authorised signatory should complete the section below. Please return by email, fax or post. Signature indicates agreement with the terms and conditions overleaf. We will confirm your order in writing and contact you within 4-6 weeks to make arrangements for access (or when the next service becomes due if this is a renewal).

Please mark each box that best describes your organisation:

- ☐ We use a purchase order system and the purchase order is attached
- ☒ We do not use a purchase order system, please use the RQM reference shown below
- ☐ Our provided purchase order reference is to be used for each service visit/annual invoice
- ☐ A purchase order needs to be obtained for each service visit/annual invoice

Invoice Address: NUTFIELD CHURCH PRIMARY SCHOOL - 59 MID STREET

Signed: [Signature] Print: MORGAN, DANIEL Date: 12.10.23

Job Title: HEADTEACHER

Our Ref

For SICO Europe Ltd office use only

This Agreement is for annual servicing in:

MAY 24, MAY 25, MAY 26

* NUTFIELD
RH1 4JJ



SICO Europe Limited The Link Park Lympe Industrial Estate Lympe, KENT England CT21 4LR

Date: 22/05/23

Three Year Preventive Maintenance Agreement

Terms and Conditions

1. This agreement is subject to a period of three years from date of agreement.
2. An administrative charge of 25% of the value of one year will be levied should the agreement be cancelled within the agreement period. Thirty days written notice is required for cancellation.
3. Work will be carried out when a Service Engineer is next available in the area, usually within 4 - 6 weeks of the date the agreement was signed. SICO Europe Ltd will contact you to arrange your visit and this will be confirmed in writing.
4. Access will be arranged in advance of the engineer attending site and confirmed in writing, where access is denied where such arrangements have been made, an abortive visit charge equal to our minimum callout charge of £95.00 will be applied and invoiced in the usual manner.
5. Your service visit includes:
 - The checking, adjustment and lubrication of all bolts, fixings, pivots, locknuts, castors and other moving parts.
 - Checking the condition of table tops, frames, legs and components.
 - Operation of torsion bars and ancillary parts.
 - The replacement of minor parts relates to stool tops, glides, castors and associated fixings.
6. Minor repairs do not include the replacement or repair of table tops, frames, legs, torsion bars or other components, unless under warranty.
7. The agreement does not include repairs or replacements that are as a result of misuse, abuse or lack of maintenance.
8. Should the condition of a unit require major repairs, for safety reasons SICO Europe Ltd reserves the right to withhold the supply and fitting of minor parts until major repairs are completed.
9. Repairs are guaranteed for one year from the date of repair.
10. Where units are beyond economic repair, details will be passed to your SICO Europe Ltd Regional Sales Manager who will contact you to discuss replacement units.
11. Where a Service Engineer considers that the condition of a unit poses a serious threat to the health and safety of either its operator or user, you will be advised as soon as practicable and you will need to ensure the units are isolated to prevent incident or injury.
12. Should a maintenance visit be required between scheduled maintenance visits, our minimum call out charge of £95.00 shall apply.
13. Prices are valid for 60 days from the date of quotation.
14. Payment terms are strictly 30 days from date of invoice, unless other terms are previously agreed.