

EXPLANATORY NOTES

1. These conditions of engagement have been prepared to provide the basis for a documented agreement between a client and Consultant for consulting services.
2. The Conditions are a guide and may be varied by agreement to meet the requirements of any particular situation.
3. It is important that the Client and consultant discuss and agree both the scope and nature of the project and the Consultant commission. After agreement has been reached this should be documented, referenced on the Agreement and appended to, and become part of, the Agreement. In particular, the documentation should record.
 - The scope and nature of the project.
 - The scope the nature of the Consultant services required to be provided under the Agreement.
 - The time to carry out these services.
 - The fee and the timing of payments.
 - The information, if any, or other services to be supplied by the Client.
4. Should the Client require any special reporting or payment procedures to be followed (payments to be dealt with by the account etc.) then these should be fully discussed and recorded and such record included in the attached documentation.