

Invoice Payment and Contract Termination Terms

1. Invoice Payment Terms:

- The invoice raised by Quess must be paid within 30 days of the invoice date.

2. Contract Termination Terms:

- If the client wishes to terminate the contract for any reason, the client must provide a 30-day notice period to Quess.

Common Legal Standards for IT Company PO Documents

1. Scope of Work: Detailed description of the services or products provided.
2. Payment Terms: Specifics on payment schedule, methods, and conditions.
3. Confidentiality: Obligations regarding the protection of sensitive information.
4. Intellectual Property Rights: Ownership and usage rights of any IP created.
5. Warranty and Maintenance: Terms of any warranties and maintenance services.
6. Indemnification: Responsibilities for any damages or legal issues arising.
7. Limitation of Liability: Caps on potential damages and liabilities.
8. Force Majeure: Conditions under which obligations may be suspended.
9. Termination for Cause: Grounds for terminating the contract without notice.
10. Dispute Resolution: Mechanisms for resolving conflicts, such as arbitration.
11. Governing Law: Jurisdiction and legal system governing the contract.
12. Amendments: Process for making changes to the contract terms.
13. Assignment: Rules about transferring rights or obligations to others.
14. Audit Rights: Client's right to inspect and audit the provider's records.
15. Data Protection: Compliance with data privacy laws and regulations.
16. Non-Solicitation: Restrictions on hiring each other's employees.

17. Performance Standards: Criteria for measuring service performance.
18. Penalties for Late Delivery: Consequences of failing to meet deadlines.
19. Acceptance Criteria: Process for approving delivered work or services.
20. Liability Insurance: Required insurance coverage for liabilities.
21. Service Level Agreements (SLAs): Specific performance benchmarks.
22. Change Control: Procedures for managing changes to the project scope.
23. Subcontracting: Conditions under which subcontracting is permitted.
24. Customer Responsibilities: Client's obligations to support the project.
25. Notices: How formal communications should be sent and received.
26. Entire Agreement: Statement that the contract is the complete agreement.
27. Survival of Terms: Terms that remain effective after termination.
28. Severability: Handling invalid provisions without affecting the rest.
29. Non-Disclosure Agreement (NDA): Ensuring confidential handling of information.
30. Project Milestones: Key deliverables and deadlines.
31. Resource Allocation: Specific resources allocated to the project.
32. Escalation Procedures: Steps for addressing unresolved issues.
33. Training and Support: Obligations to provide necessary training.
34. Quality Assurance: Standards and procedures for ensuring quality.
35. Background Checks: Requirements for employee background checks.
36. Export Control: Compliance with export laws and regulations.
37. Ethical Conduct: Expectations for ethical behavior and practices.
38. Third-Party Rights: Impact of the contract on third parties.
39. Environmental Compliance: Adherence to environmental laws.
40. Health and Safety: Compliance with health and safety regulations.
41. Performance Bonds: Security provided to guarantee performance.
42. Acceptance Testing: Procedures for testing and acceptance.

43. End-of-Contract Transition: Ensuring smooth transition at contract end.
44. Knowledge Transfer: Transfer of knowledge and documentation.
45. Ownership of Deliverables: Clarification of who owns final products.
46. Proprietary Rights: Protection of proprietary information and technology.
47. Software Licensing: Terms for any software licenses involved.
48. Hosting Services: Conditions for any hosting services provided.
49. Third-Party Software: Handling of third-party software licenses.
50. Security Standards: Requirements for securing data and systems.
51. Business Continuity: Plans for maintaining service during disruptions.
52. Disaster Recovery: Procedures for recovering from disasters.
53. Compliance with Laws: Adherence to relevant laws and regulations.
54. Regulatory Approvals: Required regulatory approvals for services.
55. Audit and Inspection: Rights to audit and inspect facilities and records.
56. Travel Expenses: Handling of travel and related expenses.
57. Time Tracking: Requirements for tracking time spent on the project.
58. Deliverables: Specific outputs expected from the project.
59. Reporting Requirements: Frequency and content of progress reports.
60. Billing Procedures: Detailed billing and invoicing procedures.
61. Risk Management: Identifying and managing project risks.
62. Retention of Records: Duration for retaining project records.
63. Ethics and Compliance: Adherence to ethical guidelines and compliance programs.
64. Technical Support: Levels and hours of technical support provided.
65. Equipment and Facilities: Provision and maintenance of necessary equipment.
66. Escrow Agreements: Use of escrow for critical software or IP.
67. Ownership of Materials: Ownership rights of materials used or created.
68. User Documentation: Provision of necessary user documentation.

69. Penalties for Non-Performance: Penalties for failing to meet standards.
70. Resource Availability: Ensuring availability of necessary resources.
71. Communication Plan: Plan for regular communication and updates.
72. Employee Training: Training requirements for employees involved.
73. Regulatory Compliance: Ensuring compliance with specific regulations.
74. Industry Standards: Adherence to industry-specific standards.
75. Inspection and Testing: Procedures for inspection and testing deliverables.
76. Remedies for Breach: Remedies available in case of contract breach.
77. Acceptance Procedures: Formal procedures for accepting deliverables.
78. Project Governance: Governance structure for managing the project.
79. Ethical Guidelines: Guidelines for ethical conduct in project execution.
80. Health and Safety Standards: Compliance with health and safety standards.
81. Environmental Standards: Adherence to environmental standards.
82. Security Clearances: Requirements for security clearances of personnel.
83. Termination for Convenience: Terms for termination for convenience.
84. Service Credits: Credits provided for failing to meet SLAs.
85. Cost Management: Management of project costs and budget.
86. Training Materials: Provision and ownership of training materials.
87. Conflict of Interest: Avoidance and disclosure of conflicts of interest.
88. Document Control: Procedures for document control and management.
89. Sign-Off Procedures: Formal sign-off procedures for project stages.
90. Escalation Contacts: Key contacts for issue escalation.
91. Background Checks: Requirements for employee background checks.
92. Non-Compete Clause: Restrictions on competing with the client.
93. Penalties for Delay: Penalties for project delays.
94. Resource Management: Management of project resources.

- 95. Client Responsibilities: Client's responsibilities in project execution.
- 96. Third-Party Dependencies: Managing third-party dependencies.
- 97. Licensing Requirements: Compliance with licensing requirements.
- 98. Audit Trails: Maintaining audit trails for project activities.
- 99. Customer Feedback: Mechanisms for gathering customer feedback.
- 100. Continuous Improvement: Commitment to continuous improvement.