|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** |  | **SSO WILL PROVIDE THE CLIENT WITH :** |  | **2** |  | **THE CLIENT WILL :** |
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|  |  |  |  |  |  |  |
| 1.1 |  | A telephone answering and message-taking service as required during SSO office hours of 9 a.m. to 5 p.m. during weekdays, excluding lunch hour 1 p.m. - 2 p.m., public holidays and the Christmas / New Year period. |  | 2.1 |  | Pay to SSO the Monthly Fee in advance by Standing Order. |
|  |  |  |  | 2.2 |  | Pay to SSO within seven days the amounts as invoiced for SSO Services rendered. |
| 1.2 |  | Photocopying, telephone, facsimile, secretarial and word-processing facilities during SSO office hours. |  |  |  |  |
|  |  |  |  | 2.3 |  | Pay to SSO the sum of £25 or 3% interest per month  (whichever is the greater) on all outstanding invoices unpaid after seven days this being a contribution towards additional costs incurred by SSO in pursuing overdue accounts. |
| 1.3 |  | Use of St Andrews House (the Building) as a business  postal receipt address excluding mail shots / promotional offers. |  |  |  |  |
|  |  |  |  | 2.4 |  | Observe and perform any rules made by SSO for the  management and control of the Building. |
| 1.4 |  | One month's written notice of alteration or cancellation of services. |  |  |  |  |
|  |  |  |  | 2.5 |  | Give to SSO a minimum of one month's written notice of termination of this Agreement, to expire at the end of a calendar month, after which all services will cease. |
| 1.5 |  | One week's written notice of cancellation of this  Agreement due to the Client's breach of its terms. |  |  |  |  |
|  |  |  |  |  |  |  |
| 1.6 |  | A cheque covering the Deposit after satisfactory  termination of this Agreement. |  | **3** |  | **THE CLIENT WILL NOT :** |
|  |  |  |  |  |  |  |
|  |  |  |  | 3.1 |  | Withhold, demand or receive a refund or credit from SSO as a result of equipment breakdown or staff inability to carry out required duties. |
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