|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** |  | **SSO WILL PROVIDE THE CLIENT WITH :** |  | 2.7 |  | Give to SSO a minimum of three month's written notice of  termination of this Agreement, to expire at the end of a  calendar month not earlier than ........................................ after which all services will cease. |
|  |  |  |  |  |  |  |
| 1.1 |  | An office, newly decorated, to carry out the Client's activities. |  | 2.8 |  | Observe the non smoking policy within the building. |
|  |  |  |  |  |  |  |
| 1.2 |  | An alternative office if necessary. |  | 2.9 |  | Provide insurance for its own property. |
|  |  |  |  |  |  |  |
| 1.3 |  | A telephone answering and message-taking service as  required, during SSO office hours of 9 a.m. to 5 p.m. during  weekdays, excluding public holidays and the Christmas / New Year period. |  | **3** |  | **THE CLIENT WILL NOT :** |
|  |  |  |  |  |  |  |
| 1.4 |  | Photocopying, telephone, facsimile, secretarial and word-processing facilities during SSO office hours. |  | 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. |
|  |  |  |  |  |  |  |
| 1.5 |  | Use of St. Andrews House (the Building) as a business postal receipt address excluding mail shots / promotional offers. |  | 3.2 |  | Provide any services that are provided by SSO. |
|  |  |  |  |  |  |  |
| 1.6 |  | Office and sanitary facilities properly cleaned, lit and heated as necessary, including disposal of normal office  waste. |  | 3.3 |  | Interfere with the activities of SSO or those of fellow Client's. |
|  |  |  |  |  |  |  |
| 1.7 |  | One month's written notice of alteration of services. |  | 3.4 |  | Install any furniture or equipment or alter or affix anything to  the walls of the office without prior written approval from  SSO. |
| 1.8 |  | Three month's written notice of termination / changes to  the Licence fee and/or this Agreement. |  |  |  |  |
|  |  |  |  | 3.5 |  | Affix or display anything in the windows or doorways of the  Client's office. |
| 1.9 |  | One week's written notice of cancellation of this Agreement  due to the Client's breach of its terms. |  |  |  |  |
|  |  |  |  | 3.6 |  | Use radio, music or equipment which is audible outside the Client's office. |
| 1.10 |  | A cheque covering the Deposit after satisfactory  termination of this Agreement, less redecoration / reinstatement costs. |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 4 |  | THE GUARANTOR AGREES TO BEAR ALL LIABILITIES OF THE CLIENT SHOULD THE CLIENT DEFAULT UNDER THIS CONTRACT. |
| **2** |  | **THE CLIENT WILL :** |  |  |  |  |
|  |  |  |  |  |  |  |
| 2.1 |  | Lodge the Deposit with SSO as security for its obligations. |  |  |  |  |
|  |  |  |  |  |  |  |
| 2.2 |  | Pay to SSO the Licence Fee, monthly in advance by  Standing Order, on the first day of each month. |  |  |  |  |
|  |  |  |  |  |  |  |
| 2.3 |  | Pay to SSO within seven days, the amounts as invoiced  for SSO Services rendered. |  |  |  |  |
|  |  |  |  |  |  |  |
| 2.4 |  | Pay to SSO the costs of any damage caused to the  Building and/or its fittings by the Client. |  |  |  |  |
|  |  |  |  |  |  |  |
| 2.5 |  | 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. |  |  |  |  |
|  |  |  |  |  |  |  |
| 2.6 |  | Observe and perform any rules made by SSO for the  management and control of the Building. |  |  |  | MAR 98 |