



Standard commercial Terms of Business

- Timing and location

Normally an agreed mix of work carried out via desk analysis/document production at Lyddon Consulting's office, and meetings/workshops at the client's main office, or other offices of the client as further agreed.

Work locations can include offices of the client's business partners or customers.

A working day is taken to be seven hours.

- Inputs from the client's side

These will be identified at the outset but can be supplemented in the course of the assignments as the need arises.

- Potential dislocations to the timetable and/or the quality and completeness of deliverables produced in the allotted time
 1. Holiday period and other absences of stakeholders whose participation is required
 2. Travel, particularly where it requires 2-3 trips to see 5-6 people
 3. Non-availability of inputs and the extent to which Lyddon Consulting needs to spend time collecting them and enriching them, or creating them
 4. Difficulties in accessing any support described in the proposal
- Early warning of delays and/or possible exceeding of allocated time

Lyddon Consulting will of course provide you with early warning of either of the above occurrences.

- Assignment Sponsor

The client should nominate a senior member of management to sponsor the assignment.

- Contact person

The client should nominate a day-to-day contact person in respect of the assignment as well as the assignment sponsor.



- Contracting party and terms

Lyddon Consulting is registered for VAT in the UK.

Value Added Tax at 17 ½% will be added to all invoices where eligible. VAT will be added to invoices addressed to UK clients in all cases, whereas VAT can be excluded from invoices addressed to clients elsewhere depending upon the circumstances. Such exclusion can depend upon the supply by the client of their VAT number if they are in the EC.

Training packages will normally be quoted at an all-in rate, plus accommodation, travel, reasonable subsistence and out-of-pocket expenses, plus VAT.

Consultancy packages may be quoted either at an all-in rate or on a Time&Materials basis. Again, this will be quoted exclusive of accommodation, travel, reasonable subsistence and out-of-pocket expenses, plus VAT.

If at all possible, it is preferred that hotels and airfares are paid by the client direct. This can moderate the amount of VAT that is invoiced to clients but which they cannot themselves offset.

As a guideline the daily rates for the different levels of consultant should be envisaged as being:

| | |
|--------------------|--------|
| Director: | £1,650 |
| Senior Consultant: | £1,100 |
| Associate: | £800 |

Payment terms are within 30 days of invoice.

- Administrative Support

It is usually beneficial for there to be access to:

1. Administrative Assistant support to:
 - make travel and hotel arrangements
 - arrange meetings
 - obtain inputs
2. Powerpoint/WP facilities in order to produce deliverables
3. Desk space in work locations as required

R J Lyddon
Director
For and on behalf of
Lyddon Consulting Limited