



Apollo Research : Terms of Business

Apollo is a trading name of **Performance Research Centre Ltd**

Registered Office: Kings House, 12-42 Wood Street, Kingston upon Thames, Surrey
KT1 1TG United Kingdom.

Registered in England No: 05176643

General

1. Contracts for research projects are made between the client and Apollo Research. The basis of the contract will be a proposal that will include a quotation.
2. Work on a project will commence after acceptance of the most recent proposal and quotation. Acceptance of the proposal is deemed to include acceptance by the client of these terms of business which shall not be altered except by written agreement duly signed by an authorised representative of Apollo Research.
3. The work will be carried out in accordance with the proposal. If at any time the client requests that the specification is changed (e.g. frequency, media sample, geography of research etc.), Apollo Research reserve the right to revise the proposal.
4. Proposals will be valid for 30 days from the date they are communicated to the client. After that time Apollo Research reserve the right to revise the proposal.
5. All quotations within proposals are quoted exclusive of VAT.

Payment Procedures

6.
 - (a) All agreed costs will be invoiced on commissioning. Invoices are payable in GB Pounds Sterling.
 - (b) All invoices are due and payable within **30 days**.
 - (c) These invoicing arrangements can only be altered by mutual agreement.

Additional Costs

7. Apollo Research reserves the right to charge interest on overdue accounts. This would be on a cumulative daily basis equivalent to 2% per month.

Termination & Renewal

9.
 - (a) The project will terminate at the end of the agreed period and after the final deliverable has been supplied to the client. Cancellation is not possible during the term of the agreement.
 - (b) The agreement will not automatically renew at the end of the agreed term, but can be extended by mutual agreement between the parties.