



# Sheet Metal Design Services Ltd

Specialising in Mechanical Design & Associated Sheetmetal Processes

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## **Standard Terms of Engagement**

### **Hourly Billing - Standard Design and Drafting work:**

Hourly rate - \$40 – 60 (dependant on complexity) per hour with a one-hour minimum required. The specifications of your design requirements will be reviewed and a quote issued. Negotiable terms for long term or bulk work.

### **Design and Prototype Pricing:**

Will be priced on a per job basis, each Job is unique and will be priced accordingly. The specifications of your job will be reviewed and a quote issued. Changes in scope of work may result in changes in quoted price. A deposit may be required before work commences. The amount will be determined based on the scope of the job. For prototype builds independent quotes will be obtained for all phases of the metalwork process and SMDS will choose the best possible price and scenario according to the client's specifications. It is possible to mix the manufactures and finishers to get the best possible quality within the shortest possible lead-times.

### **Project Pricing:**

Project Consultancy and Full Design Services will be priced on a per project basis. This is a specialised service. Each Project is unique and will be priced accordingly. Specific pricing will be outlined in the Scope of Work Document. The specifications of your project will be reviewed and a quote issued. Changes in scope of work may result in changes in quoted price. A deposit is required before work commences. The amount will be determined based on the scope of the project.

### **Production Run Control:**

At SMDS we can manage the production runs; we will obtain 3 or more quotations for the product and will then pass the costs back to the client with our estimated administration fee and recommended supplier, with no obligation to proceed. Please note this process is completely transparent with no hidden costs. Our administration costs will be separate from the metalwork costs.

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## **General Terms and Conditions**

**A signed agreement/purchase order will be required before any work commences.**

**Standard Design Work** A minimum of at least 5 days notice of pending work or a rush service charge will apply (see below). Invoices will be sent with completed work and payment terms are strictly 7 days from date of invoice. Invoices not paid in full by due date are subject to a \*\*Failure to pay policy (available on request)

**Projects and Design Services** A minimum of at least 5 days notice of pending work or a rush service charge will apply (see below). SMDS will require an initial down payment before any work commences. Specific Terms and Conditions will be contained in the Scope of Work Document.

**Design briefs or Consultancy meetings** will be charged at the standard rate and billed accordingly

**Additional Billable Items:** Additional expenses may be incurred during the course of completion of your design or project including, but not limited to, Toll or long distance phone charges, shipping or postage expenses. Your invoice total will reflect those charges in addition to any hourly, retainer or per project fees. Expenses are charged at cost.

**Rush/Weekend/Holiday Service:** Rush service of 24 hours or less or weekend and/or holiday service will be subject to a 25% surcharge based on final regular cost of work or project before surcharge.

**Illegible Or Poor Quality Resource Material:** Illegible or poor quality source material is subject to an additional 20% fee.

**Invoicing:** Payment terms on balances due are strictly 7 days upon delivery of finished work performed using Hourly or Per Project billing. Per-project or design work requires a deposit before commencement of work. Amount of deposit may vary depending on type of work.

**Estimate vs. Actual Cost:** All estimates are provided to the best of our ability following initial consultation and review of your project. Final invoice is based on actual project requirements. Differences in excess of 25% between estimated and actual cost will be discussed with the Client prior to completion of the work.

**Method of Payment:** Payment may be made via direct transfer.

**Errors or Omissions:** Final proof reading of drawings is the responsibility of Client upon acceptance of the work delivered. All errors reported within 5 working days will be corrected free of charge.