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Recipient Name  
Recipient Address  
Recipient Address  
Recipient Address

Date

## GENERAL SERVICE AGREEMENT

**THIS GENERAL SERVICE AGREEMENT (the "Agreement") dated this day;**  
\_\_\_\_\_, month; \_\_\_\_\_, year; \_\_\_\_\_.

**BETWEEN**

\_\_\_\_\_, of \_\_\_\_\_,  
(the "Customer")

**- AND -**

EXPRESS of Economics Department, \_\_\_\_\_,  
(the "Service Provider").

### BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide appropriate services to the Customer.
- B. The Service Provider is agreeing to provide such services to the Customer, within the terms and conditions laid out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and the Service Provider (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

1. **Services Provided**

The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "Services") consisting of:

Hire of the Express/Econ Lab "The Hire" shall consist of;

Either; (Please select either A or B) \_\_\_\_\_.

- A. Hire of the ExPreSS/Econ Lab for one full day (9 am to 5 pm) at a cost to the customer of £320.00 inclusive of VAT. The Customer agrees to hire the ExPreSS/Econ Lab for \_\_\_\_\_ day/s at a total cost of £\_\_\_\_\_, this price includes a £1 admin fee for each subject.
  
- B. Or, Hire at a cost of £20.00 Per Hour for \_\_\_\_\_ hours at a total cost of \_\_\_\_\_ exclusive of VAT and test subjects. An additional administration fee of £1.00 per subject, will be payable by the customer to the Service provider in this instance for the provision of \_\_\_\_\_ test subjects at a total cost of \_\_\_\_\_.

The hire shall begin on the date of; Day; \_\_\_\_\_, Month; \_\_\_\_\_, Year; \_\_\_\_\_, and end on the date specified in section 3. Payment is to be made to the Service Provider within 30 days of this date.

Hire of the ExPreSS/Econ Lab permits the Customer full use of all computer facilities contained within the lab for the duration of the Customers hire.

The administration fee for the provision of subjects does not constitute the payable fee required for services rendered by any provided subjects. The available subject pool would cost the Customer in accordance to the rules of the "Usage protocol" of the Service Provider. The fees to the subjects can be paid by the two options below;

Either; (Please select either A or B) \_\_\_\_\_.

- A. Directly by the customer with an appropriate method of payment e.g. cash.
- OR
- B. Directly to the the ExPreSS/Econ Lab, who will then transfer the fee to the subjects on the Customers behalf. Should this option be used the final invoice from the ExPreSS/Econ Lab will reflect the addition of subject fee's, for \_\_\_\_\_ subjects at a price of £\_\_\_\_\_ per subject per hour, for a total cost payable to the Service provider by the Customer of £\_\_\_\_\_.

The Services may also include any other tasks which both Parties have additionally agreed upon. The Service Provider hereby agrees to provide such Services to the Customer where reasonably possible.

All fees payable by the Customer will be invoiced by the Service Provider within 30 days of the end of the GENERAL SERVICE AGREEMENT date given below. A billing address must be provide at the end of this GENERAL SERVICE AGREEMENT, all outstanding fees must be paid within 30 days of the invoice being received.

### **Term of Agreement**

3. The term of this Agreement (the "Term") will take effect on the mutually agreed date of the **GENERAL SERVICE AGREEMENT** (given at the start of this document and signed by both parties) and remain in full effect until the end date of Day; \_\_\_\_\_, Month; \_\_\_\_\_, Year; \_\_\_\_\_, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended by the mutual written agreement of the Parties.

### **Performance**

4. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect and remain in effect during the term of the agreement.

### **Currency**

5. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in GBP (UK Pounds Sterling).

### **Compensation**

6. Should the customer wish to terminate the **General Service Agreement** before the end date specified in section 3, the Customer can do so without penalty if more notice is given than 7 days' before the date specified in section 3. If less than 7 days' notice is given by the Customer to the Service Provider, the Customer hereby agrees to compensate the Service Provider 10% of the pre agreed upon fee given in section 1, A or B.
7. Should for any reason the Service Provider cannot provide the service as agreed (e.g. to unforeseen damage in the lab) and wish to terminate the **General Service Agreement** before the end date specified in section 3, ExPreSS/Econ Lab can do so without penalty if more notice is given than 7 days' before the date specified in section 3. If less than 7 days' notice is given by ExPreSS/Econ Lab to the Customer, the Service Provider hereby agrees to compensate the Customer 10% of the pre agreed upon fee given in section 1, A or B.

### **Usage**

8. The Customer commits to use the laboratory in accordance to the "Usage protocol" of the Service Provider, if not different agreement has been agreed with the Service Provider.

The Service Provider and Customer hereby agree to the terms and conditions of this **General Service Agreement**.

Print Name; \_\_\_\_\_ Signed; \_\_\_\_\_,

Of \_\_\_\_\_ . (The “Customer”)

Date; \_\_\_\_\_

Billing Address;

Address line 1 \_\_\_\_\_

Address line 1 \_\_\_\_\_

Town \_\_\_\_\_

Post code \_\_\_\_\_

And

Print Name; \_\_\_\_\_ Signed; \_\_\_\_\_,

Of ExPreSS of the Economics Department. (The “Service Provider”)

Date; \_\_\_\_\_