**BWF *ToolKit+* Service**



FPC for CE Marking Application Form

**I wish to purchase the BWF Factory Production Control Consultancy.**

The BWF offers full day and half day consultancy from a BWF approved FPC consultant in order to assist companies in getting a written FPC system in place for CE marking. BWF members can also download our template FPC for CE marking manual from the BWF website by following the link from our CE marking page:

[www.bwf.org.uk/ce%20marking](http://www.bwf.org.uk/ce%20marking)

|  |  |
| --- | --- |
| Company Name | |
| Address | |
| Postcode | |
| 1st Contact | Position |
| 2nd Contact | Position |
| Telephone | Fax |
| E-mail | |
| Factory Address (if different) | |

|  |  |
| --- | --- |
| Scope of activities for which a written Factory Production Control System is sought:  *(please attach a copy of the company’s organisation chart and any relevant product literature)* | |
| No. of employees | Is your company a BWF member? *Yes or No* |
| You can book FPC consultancy support in half or full days. This is at your discretion, but we recommend speaking to our consultant before or during the initial visit to work out whether you are likely to need additional support.  I would like to book a half day of consultancy at £315+vat members/£350+vat non-members  I would like to book \_\_\_\_\_\_\_ days of consultancy at £450+vat members/£515+vat non-members  Our FPC for CE marking manual is available free to download for all BWF members, but hard copies are also available to members a price of £40. I would like a hard copy of the BWF written FPC guidance *(members only)*  *(please note that prices include reasonable UK expenses, further charges may apply, but you will be advised of any surcharge before any visit is booked and payment is taken)* | |

Some businesses may wish to have their FPC system certificated by a third party. The BWF can recommend a certification provider capable of providing FPC certification for companies.

Would you like the BWF to recommend a Factory Production Control certification provider? Y / N

**I hereby agree to apply to the BWF for the assistance selected above. I agree to abide by the terms and conditions attached.**

|  |  |
| --- | --- |
| Signed: | Date: |
| Name: | Position: |

**The BWF must receive full payment of costs + VAT before we can authorise work to commence.**

**I would like to pay by the following method:**

**Cheque -** Make payable to the British Woodworking Federation and return to **BWF, The Building Centre, 26 Store St, London, WC1E 7BT** with this application form.

**BACS Payment**

A/C Name: British Woodworking Federation

Quote Reference: [*Company Name*] FPC

HSBC Bank plc Sort Code: 40-07-13 Account No. 41578022

**Credit/Debit Card** - Please call our Accounts Department on 0844 209 2617 and ask for Tracey or Jenny, who will take your details directly. For your own security, we advise that you never write down your card details or send them through the post or by fax.

**Please return application to the BWF by post – The Building Centre, 26 Store Street, London WC1E 7BT or by fax - 0844 209 2611**

**Terms & Conditions**

The attached prices are valid until01/06/2013. We reserve the right to alter them if the service is commissioned after that date.

Prices are quoted on the assumption that the applicant will provide the necessary information and do the background work as instructed by the British Woodworking Federation (BWF) or its consultants within a reasonable time. Failure to do this could result in additional consultants’ time and subsequent costs.

**Terms of Reference**

The quoted services will be managed by the BWF and conducted by companies contracted to the BWF. All work will be undertaken as defined and agreed jointly by the applying company and the BWF.

**Invoices**

Prices shown are in Pounds Sterling. Prices Shown are exclusive of VAT. VAT will be charged at the UK rate unless the client is also registered for VAT in his/her home country, when EU rules will apply. All services will be invoiced by the BWF and must be paid for in advance of the service commencing.

**Contractual Agreement**

In completing the application, the applying company agrees that:

Should it at any stage of the process decide to postpone, suspend or terminate the application, it will be invoiced to cover any work carried out to date, which had not been previously invoiced expenses incurred and cancellation costs of any booked services.

Any work undertaken on its behalf will be treated confidentially, except where information is available in the public domain. It authorise the BWF and its service managers to release any information necessary to the service providers to achieve the services quoted.

The work undertaken includes, and is limited to, the items selected on the application form.

The BWF and its service providers will use its best endeavours to comply with any time or date specified for the completion of the project; any time or date specified is estimated and not guaranteed. Any delays in completion of the project shall not entitle the client to rescind the contract.

The Client agrees to give full assistance to the BWF and its service providers in terms of the provision of information and of accessibility to staff and premises, and when the service providers are working at the Client's premises will provide reasonable office accommodation, telephone and minor secretarial services without charge.

Neither the BWF or its service providers shall be liable for damage or loss of whatever nature arising from the work done by them whether due to negligence or any other cause whatsoever, neither shall it or any of its servants or agents be liable for damage or loss of whatever nature in respect of indemnity claims by other parties arising from any delay, defect or error in any work undertaken by it, its servants or agents save to the extent that any attempted exclusion of liability would be contrary to the law of the United Kingdom.

The law that applies to these terms and conditions is the law of England and Wales.