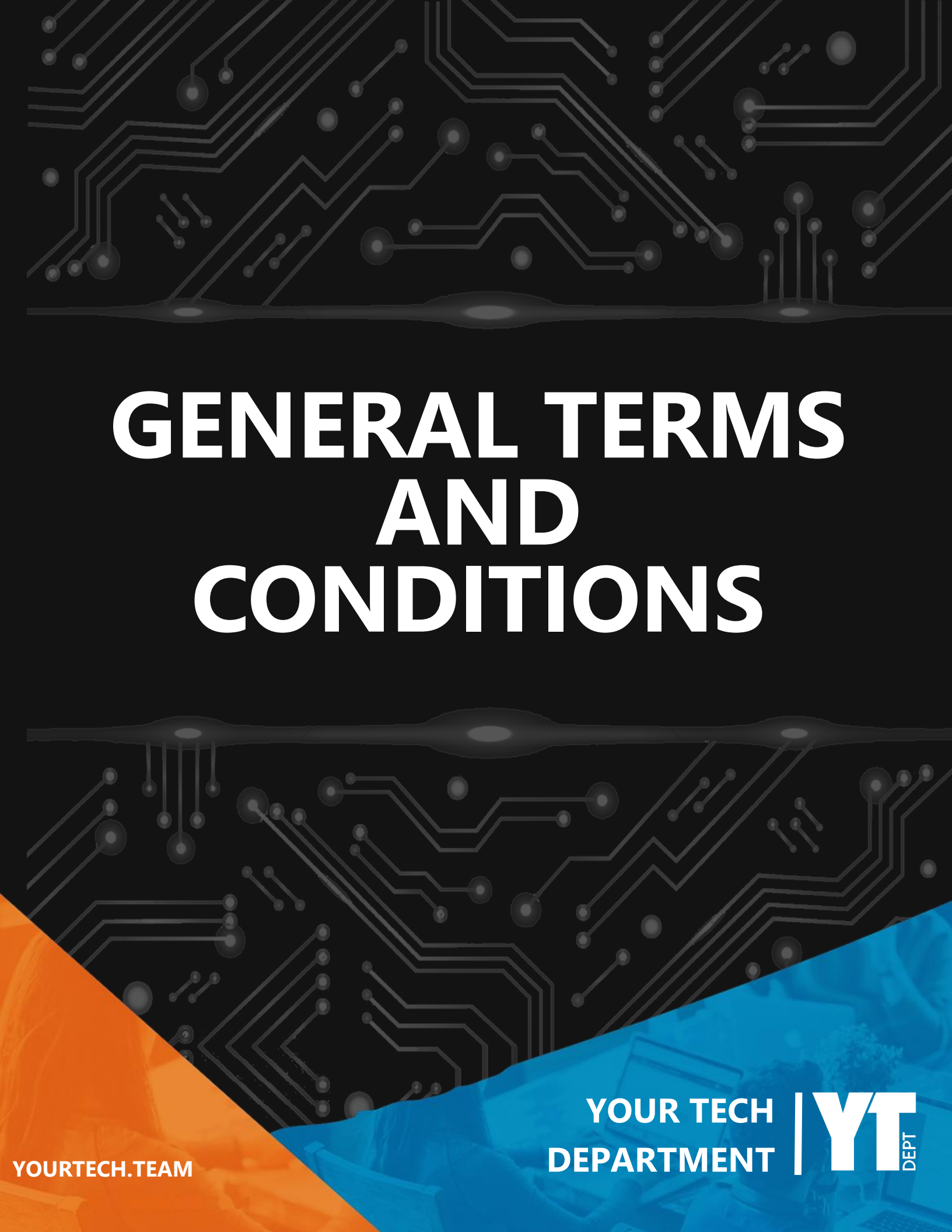




GENERAL TERMS AND CONDITIONS

[YOURTECH.TEAM](https://yourtech.team)

YOUR TECH
DEPARTMENT | **YT** DEPT

CONTENTS

GENERAL	3
1. DEFINITIONS AND INTERPRETATION	3
2. APPLICATIONS OF THESE CONDITIONS	5
3. COMMITMENT TERM	5
4. TERMINATION	5
5. REPRESENTATIONS	6
6. NOTICES	6
7. GOVERNING LAW	6
8. INDEPENDANT CONTRACTOR STATUS	6
9. INDEMNITY	6
10. DISPUTE RESOLUTION	7
11. ASSIGNMENT	8
12. VARIATION OF THESE TERMS AND CONDITIONS	8
GOODS AND SERVICES	8
13. QUOTES	8
14. ORDERS	9
15. PRICING AND RATES	10
16. SERVICES AND PLANS	12
17. CONTRACTING	13
18. DELIVERY, TITLE AND RISK	13
19. RETURNS AND CLAIMS FOR GOODS AND SERVICES	14
20. COMPUTER UTILITY, FUNCTIONALITY AND FITNESS FOR PURPOSE	14
21. FORCE MAJEURE	16
22. PRODUCT SPECIFICATIONS	16
23. WARRANTIES	16
24. LIABILITY	17
25. ERRORS AND OMISSIONS	18
OUR RESPONSIBILITIES	19
26. PRIVACY STATEMENTS AND YOUR RIGHTS	19
27. OUR WEBSITE	19
28. INSURANCE COVERAGE	19
YOUR RESPONSIBILITIES	20

29.	LODGING OF SERVICE REQUESTS	20
30.	ACCESS TO SYSTEMS, SITES AND PEOPLE	20
31.	THIRD PARTY AUTHORIZATIONS.....	20
32.	PAYMENT, LATE PAYMENT AND DEFAULT	20
33.	NON-SOLICITATION OF CLIENTS AND EMPLOYEES	22
34.	SOFTWARE	22
35.	COPYRIGHT AND CONFIDENTIALITY	23
APPENDIX A.....		24
SERVICE REQUEST LODGEMENT PROCESS		24
EMERGENCY SERVICE REQUESTS & SERVICE REQUESTS OUTSIDE OF OUR BUSINESS HOURS		24

GENERAL

1. DEFINITIONS AND INTERPRETATION

In these Conditions, the Rate Schedule and every Quote, Order, Plan contract, or other arrangement in connection with the supply of Goods or Services by Your Tech Department, LLC the following words have the following meanings:

"After Hours" means from 17:00 - 09:00 hours Monday to Friday and all day Saturday and Sunday, along with Public Holidays;

"Business Hours" means Monday to Friday from 09:00 to 17:00 excluding Public Holidays;

"Client", "You" or "Your" means a person who seeks or obtains a quote for, or who orders, Goods or Services from Us, and includes both a person whose name is on the Order or on an email attached to which is an order, a person who places an order, and a person on whose behalf an Order is placed or on whose behalf it appears and order is placed, and in any case each of their heirs, successors and assigns;

"Conditions" means these terms and conditions;

"Goods" means any goods and/or services sourced by Us or provided by Us in connection with any such goods and/or services including computer hardware and Software and any goods or services provided in connection with any of those things;

"Order" means any order requested by You to Us for Goods or Services in any form;

"Quote" means a quote provided to You by Us;

"Period" means a particular number of half-days, days, weeks, fortnights, months, or any other period, as may be agreed between Us and the You as the period during which some Services will be provided;

"Plan" means any arrangement between Us and You (whether alone or in conjunction with any other person) for Services (including unlimited support) and/or the provision of Goods provided by Us under an arrangement in connection with Work agreed to be done or progressed for or on behalf of You or any other person at Your request, including as set out in a Plan Schedule;

"Plan Schedule" means the key terms applicable to Plans as set, and as may be varied by Us, from time to time in its absolute discretion without notice to You;

"Public Holidays" means any day which is a public holiday throughout the United States;

"Rates" means the hourly rates and other charges for Services (including any call-out fees and any Return/Cancellation Fees) set out in the Rates Schedule, a Plan, Plan Schedule, Quote, contract or arrangement entered into by Us and You or in these Conditions, and includes any monies payable to Us on a quantum meruit basis for any work it has done;

"Rate Schedule" means the schedule of rates, charges and conditions for the services of Ours as set, and as may be varied, by Us from time to time in its absolute discretion without notice to You;

"Reasonable Assistance Limits" has the meaning set out in clause 20.2;

"Return/Cancellation Fee" means a fee charged pursuant to clause 15.5 as set by Us from time to time;

"Service request" means a request for service such as adds, moves, changes and technical assistance;

"Services" means the provision of any services by Us including Work, advice and recommendations;

"Software" includes software and any installation, update, associated software and any services provided in connection with any of these things;

"Us", "Our" or "We" means Your Tech Department LLC DBA Your Tech Team, its owners, employees, heirs, successors and assigns; and

"Work" means anything We may do, provide, customise, produce or acquire, whether or not in connection with, or for the purposes of, You or Your use or benefit, and includes testing, troubleshooting, installation and configuration of new equipment or software, consulting, scoping, planning, documenting and quoting for complex items.

In these Conditions, the Rate Schedule and every Quote, Order, Plan, contract, or other arrangement in connection with the supply of Goods or Services by Us, unless the contrary intention appears:

Words denoting the **singular** number only **shall include the plural** number and vice versa;

Reference to **any gender shall include every other gender**;

Reference to **any Act of Congress, Law, Statute or Regulation shall include any amendment** currently in force at the relevant time and any Act of Congress, Law, Statute or Regulation enacted or passed in substitution therefore;

Headings and words put in **bold** are for convenience of reference only and **do not affect the interpretation or construction** of these Conditions;

All references to dollars (\$) are to US, America Dollars;

A reference to time is to the prevailing time in on the East Coast, EST or EDT;

A reference to an **individual or person includes a corporation**, partnership, joint venture, association, authority, trust, state or government and vice versa;

A reference to a recital, clause, schedule, annexure or exhibit is to a recital, clause, schedule, annexure or exhibit of or to these Conditions;

A recital, schedule, annexure or description of the parties forms part of these Conditions;

A reference to any agreement or document is to that agreement or document (and, where applicable, any of its provisions), as amended, novated, supplemented or replaced from time to time;

Where an expression is defined, **another part of speech or grammatical form of that expression has a corresponding meaning**;

A reference to **"includes"** means **includes without limitation**;

A reference to **"will"** imports a condition not a warranty; and

A reference to **bankruptcy or winding up** includes bankruptcy, winding up, liquidation, dissolution, becoming an insolvent under administration, being subject to administration and the occurrence of anything analogous or having a substantially similar effect to any of those conditions or matters under the law of any applicable jurisdiction and to the procedures, circumstances and events which constitute any of those conditions or matters.

2. APPLICATIONS OF THESE CONDITIONS

Unless otherwise agreed by Us in writing, these Conditions are deemed incorporated in and are applicable to (and to the extent of any inconsistency will prevail over) the terms of every Quote, Order, Plan, contract, or other arrangement in connection with the supply of Goods and/or Services by Us to You.

The invalidity or enforceability of any one or more of the provisions of this Agreement will not invalidate, or render unenforceable, the remaining provisions of this Agreement.

3. COMMITMENT TERM

- 3.1 The minimum term that You acquire the service for is outlined in Our Quote to You or Master Services Agreement or Statement of Work, beginning from the first of the next month after the date of signing or approving the Quote.
- 3.2 After the expiry of the Committed Term, an extension of the Term will automatically commence for the same period as the original Committed Term and will continue indefinitely, unless earlier terminated by you as specified in Clause 4.

4. TERMINATION

- 4.1 This Agreement may be terminated by You upon ninety (90) days written notice if We:
 - 4.1.1 Fail to fulfil in any material respect its obligations under this Agreement and do not cure such failure within thirty (30) days of receipt of such written notice.
 - 4.1.2 Breach any material term or condition of this Agreement and fail to remedy such breach within thirty (30) days of receipt of such written notice.
 - 4.1.3 Terminate or suspend our business operations, unless it is succeeded by a permitted assignee under this Agreement.
- 4.2 This Agreement may be terminated by Us upon ninety (90) days written notice to you.
- 4.3 If either party terminates this Agreement, we will assist you in the orderly termination of services, including timely transfer of the services to another designated provider. You agree to pay us for rendering such assistance at our normal rates as outlined in our current Rate Schedule.
- 4.4 Should You wish to terminate this Agreement before the end of the commitment term, You agree to pay all of the remaining payments up until the end of the commitment term.

5. REPRESENTATIONS

- 5.1 You acknowledge that no employee or agent of Ours has any right to make any representation, warranty or promise in relation to the supply of Goods or Services other than subject to and as may be contained in the Conditions.

6. NOTICES

- 6.1 Any notices given under the Conditions shall be in writing and sent by e-mail to the last notified e-mail address of Yours.

7. GOVERNING LAW

- 7.1 The Conditions shall be governed by and construed in accordance with the laws of the State of Connecticut and the parties submit to the non-exclusive jurisdiction of the Courts of the State of Connecticut.

8. INDEPENDANT CONTRACTOR STATUS

- 8.1 Notwithstanding any provision hereof, it is understood by both Parties that in providing the Services, Consultant is serving as an independent contractor, and is neither an employee nor a partner, joint venturer or agent of the Company. Neither party shall bind or attempt to bind the other to any contract, and any such contracts entered into in violation of this provision shall be void and unenforceable. Company will not provide fringe benefits of any kind to Consultant or its members, employees, agents and other affiliates, including health insurance, retirement, paid vacation, or any other employee benefits. As an independent contractor, Consultant is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any kind, including but not limited to workers' compensation insurance.

As an Independent Contractor, unless this Agreement or an applicable Service Schedule or Service Order specifically states otherwise, the manner in which the Services are to be performed, including but not limited to the scheduling of individual tasks and the specific hours to be worked by Consultant or its employees, contractors and affiliates, shall be determined by Consultant.

It is further understood that as an independent contractor, Consultant may have other clients and may provide any services to any third party during the term of this Agreement.

9. INDEMNITY

- 9.1 **Release and Indemnification.** Each Party agrees to release, indemnify, defend and hold harmless ("Indemnifying Party") the other Party, its directors, officers, employees, and agents, successors and assigns ("Indemnified Party"), from and against all claims, losses, expenses, fees, damages and liabilities, including reasonable attorney fees and disbursements, costs, and judgments, sustained in any action commenced by any third party in connection with the Indemnifying Party's performance of, or failure to perform, its obligations and duties under this Agreement, except for those damages, costs, expenses and liabilities arising from the negligence or willful misconduct of the Indemnified Party; provided, however, that

Consultant is not obligated to indemnify Company, and Company shall defend and indemnify Consultant hereunder, for any claims by any third party, including any clients and/or customers of Company, arising from services provided by Company that incorporate any of the Services being provided by Consultant hereunder, including but not limited to (a) the violation of any applicable law by the Company or the Company's clients and/or customers; (b) damage to property or personal injury (including death) arising out of the acts or omissions of Company's clients and/or customers; (c) termination or suspension of Services of Company or Company's clients and/or customers due to a Company Default; or (d) claims by any third party, including without limitation Company's clients and/or customers, arising out of or related to the use or misuse of any Service. In all claims for Indemnity under this paragraph, the Indemnifying Party's obligation shall be calculated on a comparative basis of fault and responsibility. Neither party shall be obligated to indemnify the other in any manner whatsoever for claims, losses, expenses, or damages resulting from the other party's own negligence.

- 9.2 **Indemnification Procedures.** The Indemnified Party shall promptly notify the Indemnifying Party in writing of any such suit or claim, and shall take such action as may be necessary to avoid default or other adverse consequences in connection with such claim. The Indemnifying Party shall have the right to select counsel and to control the defense and settlement of such claim; provided, however, that the Indemnified Party shall be entitled to participate in the defense of such claim and to employ counsel at its own expense to assist in handling the claim, and provided further, that the Indemnifying Party shall not take any action in defense or settlement of the claim that would negatively impact the Indemnified Party. The Indemnified Party shall provide cooperation and participation of its personnel as required for the defense at the cost and expense of the Indemnifying Party.

10. DISPUTE RESOLUTION

- 10.1 All claims and disputes arising under or relating to this Agreement are to be settled by binding arbitration unless they are of an amount which can be handled within the small claims court of the jurisdiction of the MSP (State of Connecticut). The parties agree they waive the right to bring a lawsuit based on such claims or disputes other than in small claims court. Before commencing any arbitration proceedings, the aggrieved party must first present the claim or dispute in writing to the other party. The parties shall have 30 days to resolve the claim or dispute. If not resolved, then the aggrieved party may commence arbitration proceedings. The arbitration shall be conducted by The International Institute for Conflict Prevention and Resolution (IICPR, CPRADR.org) or other mutually agreed upon dispute resolution service and the parties shall be bound by any and all rules of the American Arbitration Associations United States Commercial Resolution Dispute Resolution Procedures for Consumer-Related Disputes. Any decision or award as a result of any such arbitration proceeding shall be in writing and shall provide an explanation for all decisions. Arbitration shall be conducted by an arbitrator experienced in Information Technology services and experience required for arbitrator and shall include a written record of the arbitration hearing. An award of arbitration may be converted to judgment in a Court of competent jurisdiction. The location of arbitration shall be in the home city, county of MSP

(Wilton, Connecticut). The fees and expenses of the arbitrator and proceedings shall be paid by the losing party.

11. ASSIGNMENT

- 11.1 You may not assign Your rights and obligations under this Agreement without the prior written consent of Us.

12. VARIATION OF THESE TERMS AND CONDITIONS

- 12.1 We may at any time vary these Terms and Conditions by publishing the varied Terms and Conditions on Our website. We may notify You of these changes via email or note attached to any invoice. You accept that by doing this, We have provided You with sufficient notice of the variation. We are under no other obligation to notify You of any variation to these terms and conditions.

GOODS AND SERVICES

13. QUOTES

- 13.1 Term and effect: Quotes will only be valid for 7 days unless otherwise specified in the Quote. A Quote is merely an invitation to You to place an Order with Us and the acceptance of a Quote by You will not create a binding contract between You and Us.
- 13.2 Quote is valid for 7 days only. Expiry dates on quotes are set to be able to inform Us when the quote is still active or to be discarded. Once discarded the quote will need to be requested again.
- 13.3 Once a quote has been confirmed by Us, then the prices in the quote will be confirmed as the final agreed price. A quote is confirmed as 'final' as soon as both parties agree with the final price after any last changes requested by You.
- 13.4 The price in the final quote may vary from the original request if there is any price or product changes requested by You. We reserve the right to alter product and prices in the quote, as long as the quote has not been confirmed with You.
- 13.5 Quotes and estimates shall be deemed to correctly interpret the original specifications and are based on the cost at the time the quote or estimate is given. If You later require any changes to the quotes, and We agree to the changes, these changes will be charged at Our prevailing rate.
- 13.6 Once the Quote has been confirmed and converted to an Order, the Order will be subjected to our normal Terms and Condition of Sale.
- 13.7 The general minimum turnaround time for Quote request to be actioned is usually 24 hours. In the event that a quote is required urgently please let us know so that we can respond to it accordingly.

- 13.8 When a special price or discount offer has been applied to this Quote, no other special promotion, discount or bonus offer will be applicable.
- 13.9 In the event that products in the Quote are subjected to any price and supply fluctuations that is outside of Our control We reserve the right to update the price and product in the Quote accordingly. If a product has undergone a price drop or a price increase, the Quote will then be adjusted accordingly. If there is a product that is no longer available, the product will then be replaced or substituted based on Your request and is subject to Your final approval.
- 13.10 Price on non-stocked products are subjected to Price and stock fluctuations and can only be confirmed once the Quote is turned into an Order. While We endeavour to honour every price quoted, if there is a price increase that is beyond our control, We reserve the right to increase the price as necessary.
- 13.11 Once a Quote has already passed the expired date, We may cancel the quote or estimate without having to notify or receive an approval from You.
- 13.12 ETA information is based on an estimate given by our vendors and cannot be held as the actual promised date.
- 13.13 Freight charges will be added to the Order unless otherwise stated. Any included delivery charges are estimates only.
- 13.14 We do not keep inventory and as such only order items once we receive a completed order from a client. If You would like to return an item or cancel an order, a restocking fee may apply. We will need to get approval from the distributor that the stock is returnable before being able to issue a refund as not all products can be returned.
- 13.15 Prices are based upon total Quote Purchase.
- 13.16 Unless Specified, all items on quote are covered by manufacturer's warranty covering parts and labour for hardware only on a return to depot basis.
- 13.17 Varying or withdrawing Quotes: We may vary or withdraw a Quote at any time in Our absolute discretion and without prior notice to You. We may do so for any reason We consider fit, including, e.g. where the Goods or Services become unavailable or the cost price of Goods or Services increases after the date of the Quote.

14. ORDERS

- 14.1 Order forms: You may place an Order for Goods and/or Services with Us. Normally, We will require that You provide either a completed Order form or You approve the quote electronically via either an email or a web based system with the date and Your details, including Your full legal name or description and any applicable ABN or ACN number (including the full name or description of any person on whose behalf the order is placed), Your address together with any relevant Quote number and date.
- 14.2 Approval of Orders: You will need to sign the Order or have it duly executed on Your behalf, unless the Order is sent by email or via the web based ordering system, in which case the

Order will be treated or deemed as if signed by or on behalf of You by the person whose name appears as the sender of the email or submitter of the form.

14.3 Reliance on appearance of validity: Absent actual knowledge to the contrary, We may rely upon the apparent validity of an Order. If any Order is signed or sent by email or approved through the web based ordering system by a named person, that person warrants that the Order is, and it is acknowledged the Order is deemed in favour of Us to be:

14.3.1 signed by, and duly authorised by, both the person who signed the Order and the person who sent the email; and

14.3.2 duly authorised by the person on whose behalf the Order is placed or apparently placed.

14.4 Acceptance and Orders: An Order has no effect unless or until it is accepted by You in writing and, until We have received from You payment in clear funds for the Order and any related freight, delivery and (where applicable) in-transit insurance costs in clear funds.

14.5 No obligation to deliver: We are not obliged to deliver any Order until we have received payment in clear funds from You for the Order, any related freight, delivery and (where applicable) in-transit insurance costs or where We are unwilling or unable to complete the Order for any reason provided it refunds any payment made by You in respect of the Order.

14.6 Credit checks: For the purposes of ascertaining the credit standing or history of a prospective customer to whom We are considering extending credit or payment terms, You hereby consents to Us undertaking a credit reference check in respect to You.

14.7 Cancellation of Orders: You will not cancel an Order unless We agree to do so in writing in Our absolute discretion. You acknowledge that, amongst other things, We cannot cancel an Order once the manufacturer or supplier has despatched the relevant Goods and that such despatch often occurs the same day as the Order is placed by Us.

14.8 Processes and Procedures: We have processes and procedures that We follow in the course of the provision of Our Services and the supply of Goods. You agree to co-operate with Us and to comply with such processes and procedures as advised to You from time to time.

15. PRICING AND RATES

15.1 Rates exclude Tax: All rates and amounts charged or quoted for Goods and/or Services by Us are exclusive of Tax and any other applicable taxes or government charges (unless otherwise stated in writing by Us).

15.2 Rates Schedule: You must pay for Goods and Services at the Rates set out in any applicable Plan and the Rate Schedule as applicable from time to time during the provision of the Goods and/or Services.

15.3 Vary Rates: We reserve the right vary any Rate and/or the Rate Schedule from time to time (subject to any fixed pricing for specific periods in any Plan), in its absolute discretion and without notice to You.

- 15.4 Call-out fees: You acknowledge that call-out fees may be charged in addition to the Rates at Our absolute discretion and that the amount of the call-out fee will depend upon where the Services are provided.
- 15.5 Return/Cancellation Fee: Where We arrange a return or refund on behalf of You, or where an Order is cancelled by You after acceptance by Us, We may charge You a Return/Cancellation fee to cover the administration costs to Us in processing the return or refund, or in processing the Order, the cancellation and any refund. We may deduct the Return/Cancellation fee from out of any moneys otherwise due to be refunded to You by Us.
- 15.6 Expenses: You must pay any out of pocket expenses incurred by Us in providing the Services to You in addition to the Rates, charges and call-out fees, upon written demand. Such expenses will include travel costs, flights, car hire, petrol, insurance, taxi fares, accommodation and related meal allowance, tolls and car parking expenses. Where appropriate, We will obtain prior written authorisation from You before such expenses are incurred.
- 15.7 Separate charges for Goods and Services: We may in Our absolute discretion charge for Goods separately from Services or may charge for Goods and Services together.
- 15.8 Calculation of increments: Where a charge is calculated based on increments of time, e.g. 1 hour or 30 minutes, We will charge the applicable rate for the whole increment of time even if work is done during part of, but not for the whole of, that increment of time.
- 15.9 Change in underlying costs: Without prejudice to any other rights of Ours under these Conditions, where there is any increase in the underlying costs incurred by Us in connection with the supply of Goods or Services to You, We may, in our absolute discretion, vary any of Our Rates.
- 15.10 Fully Managed Services Plans: Where You agree to engage the services on a Fully Managed Service Plan, payment must be made in advance, on the first of every month for the services outlined in a Managed Services Agreement and Statement of Work. The Service will begin on the date signed and the total term of the Service will be for the number of months specified in the Statement Of Work. Client will be billed, in advance, for the services at the beginning of each month.
- 15.10.1 The agreement's "managed users" count is based on number of staff provided by Client to Us prior to presentation, and upon execution of, this SOW. For the purposes of recurring billing, "managed users, systems & sites" will consist of the total number on the last day of the preceding month. Should any of the above numbers differ in our end-of-month accounting going forward, then We will charge for any differential, whether as an additional user, workstation, on-premises server, cloud system, or site (e.g., office location). Adding users, systems and/or sites will automatically increase the monthly contract service price. Monthly recurring billing invoices will always reflect line items for managed users, systems & sites, including previous month's additions and/or prorations.

- 15.10.2 Client agrees to have the monthly fee automatically deducted from their bank account via ACH, and hereby acknowledges monthly bills will vary based on the number of users & sites at any given time, including prorated charges from previous months. The amount listed in this agreement is the minimum monthly contract amount. Client further agrees to maintain an active bank account on file with Us from which ACH bank drafts will take place. Client agrees to notify MID, in writing, if payment account changes within 10 days prior to billing date. This agreement will automatically renew for 12 months unless notification sent in writing, by either party, is received no less than 60 days before end of term. On each contract anniversary date, the price for Our services may be increased by up to 5% from the previous contract year to adjust for inflation and the rising cost of doing business.
- 15.10.3 Recurring Payment Authorization: Client authorizes US to charge Client's bank account the amount listed herein, or the then-current monthly invoice amount, on or around the 1st of each month. Additional monthly contracted services, project-based services, hardware/software purchases, or any other charges approved by Client will also be charged to client's bank account via ACH. If payment is declined, Client agrees to pay a \$95 penalty. All services will be suspended if payment is not received within 5 business days following date due. Authorization for Direct Payment via ACH (ACH Debit form) document must be completed, dated & signed, and then returned as a part of entire agreement before services can begin.
- 15.11 Pre-Paid Blocks of Service: Where You agree to buy Pre Paid Blocks of Service during a Period, payment must be made in advance for the Pre-Paid Blocks of Service at the rate applicable pursuant to the Rates Schedule for all Services. Each such rate being less any discount agreed in writing between Us and You in respect of the Pre-Paid Blocks of Service. Services included in a Pre-Paid Block of Service rate during the Period:
- 15.11.1 are calculated in accordance with the applicable minimum time periods and increments set out in the Rates Schedule; and
- 15.11.2 are only provided by Us during the applicable Period. Where Services are provided for a specified Period:
- 15.11.2.1 the Services remaining unused for that Period cannot be rolled over into any subsequent Period; and
- 15.11.2.2 We are not liable to refund, re-imburse, pay damages or otherwise compensate or indemnify You in respect of those unused Services.

16. SERVICES AND PLANS

- 16.1 Service and Plan Variations: Currently, We offer the Services and Plans referred to in the Rates Schedule and any Plan Schedule. We may withdraw the provision of, or vary the scope or terms of, or add to or change, the Services without notice to You, from time to time in Our absolute discretion.

- 16.2 Copies on Request: We will provide You with a copy of the current Rates Schedule upon request. Plan Schedules are tailored for particular Plans and are available to Clients participating in the Plan.

17. CONTRACTING

- 17.1 We may subcontract any or all of the Services to be performed, but shall retain prime responsibility for the Services under these terms.

18. DELIVERY, TITLE AND RISK

- 18.1 Delivery liability: We will use all reasonable endeavours to despatch Goods by the due date, but do not accept any liability for non-delivery or failure to deliver on time where this is caused by circumstances beyond the reasonable control of Ours, including, for example, due to failures in supply to Us or delays caused by third parties, such as delivery companies or manufacturers.
- 18.2 Availability to accept delivery: You must be available to accept the Goods at Your nominated delivery address during Business Hours unless otherwise arranged.
- 18.3 Passing of Risk: Delivery is deemed to take place when the Goods are delivered to Your nominated address, whereupon risks of loss, breakage and all damage and all other risks pass to You. Nothing in this clause 18.3 will affect title to the Goods.
- 18.4 Obligation to insure: You will ensure that Goods are adequately insured from the time of delivery under clause 18.3.
- 18.5 Retention of Title: Until We receive full payment in cleared funds for any moneys due to Us by You on any account or for any reason:
- 18.5.1 title to, and property in, Goods supplied to You remain vested in Us and does not pass to You;
- 18.5.2 You must hold those Goods as fiduciary bailee and agent for Us and must not sell them;
- 18.5.3 You must keep those Goods separate from other goods and maintain the Goods and their labelling and packaging intact;
- 18.5.4 Where You sell the goods in breach of these Conditions, You are required to hold the proceeds of any sale of those Goods on trust for Us in a separate account (however any failure to do so will not affect Your obligation to deal with the proceeds as trustee and remit them to Us);
- 18.5.5 We may, without prior notice, enter into any premises where We suspect those Goods may be, take possession of those Goods and sever and remove those Goods (notwithstanding that they may have been attached to other goods not the property of Ours) and for this purpose, You hereby irrevocably authorise and direct Us (and Our employees and agents) to enter into such premises as its duly authorised agent and You hereby indemnify and hold harmless Us from and against any costs, claims,

allegations, demands, damages or expenses or any other acts or omissions arising from or in connection with, such entry, repossession or removal.

18.5.6 You irrevocably appoint Us as Your attorney to do anything We consider necessary in order to enter such premises and repossess the Goods as contemplated by this clause 18.5.

19. RETURNS AND CLAIMS FOR GOODS AND SERVICES

- 19.1 General Returns Policy: Notwithstanding anything in these Conditions, You acknowledge that We supply Goods subject to all applicable conditions, including returns and claims policies, of any relevant manufacturer or supplier. You will accept Goods subject always to these Conditions and the terms of such conditions and will indemnify and hold Us harmless in respect of any further or other obligation or any failure or default on the part of that manufacturer or supplier.
- 19.2 Customised Goods not returnable: Where Goods have some element of customisation for You, are supplied pursuant to an Order for Goods that is in the opinion of Ours special or unusual, the Goods are obtained from overseas, the Goods are obtained from a supplier who is no longer trading, or the Goods are otherwise not readily returnable by Us to the manufacturer or supplier or any related services may not be cancelled, You may not return the Goods to Us or cancel the related services.
- 19.3 Duty to inspect: You will inspect all Goods immediately upon their delivery. Within 7 days of such delivery You may give written notice to Us of any matter or thing, by reason of which You might wish to return the Goods, ask for a refund, or make a claim. If no such notice is given on time, You will accept the Goods without any such return, refund or claim.
- 19.4 Return Condition: Where You are entitled to return Goods under these Conditions, You must return the Goods in their original condition and unopened, provided always that where, upon opening the packaging it becomes apparent that the Goods are different to what is described on the packaging or that the Goods are faulty, the Goods may be returned.
- 19.5 Return costs: You will pay all costs and expenses incurred by Us in arranging the return of the Goods to a manufacturer or supplier and/or the cancellation of any related services unless that manufacturer or supplier pays such costs.
- 19.6 Consequences of use, installation, customisation or sale: You will indemnify and hold Us harmless in respect of all allegations and claims in respect of Goods once such Goods have been used, installed, customised or re-sold by You (without prejudice to the recourse of such a customer to the manufacturer of the Goods).

20. COMPUTER UTILITY, FUNCTIONALITY AND FITNESS FOR PURPOSE

- 20.1 Service limitations given the science of computing: You acknowledge that a reasonable incident of the Services may involve trial and error and that it is a science applied often in novel or unknown circumstances and involving experiment. In particular, You acknowledge

that the Services may involve tests, troubleshooting, advice and recommendations that may prove incorrect or inappropriate, particularly in an attempt to cure a problem You are having. While We will make what We consider (in Our absolute discretion) to be all reasonable endeavours to provide appropriate tests, troubleshooting, sound advice and good recommendations in order to assist You, You will always indemnify and hold Us harmless in the provision of our Services to You.

- 20.2 Reasonable Assistance Limits: We are only obliged to provide what We consider, in Our absolute discretion, to be reasonable assistance in the circumstances (including with the installation and customisation of new software or hardware for You or any other Work) under any Plan and You will pay for additional work at the Rates unless otherwise agreed. Without limiting the discretion of Us to determine what reasonable assistance is, normally, reasonable assistance is limited to work done during Business Hours over a period of time not exceeding any period that We have allowed or allows for the Work or has estimated or estimates the Work will take, whether or not notice of the time allowed or estimated is given by Us to You.
- 20.3 Recommendations, suitability, functionality and fitness for purpose: The parties acknowledge that:
- 20.3.1 We may recommend that You purchase Goods provided by third parties from time to time;
 - 20.3.2 Recommendations may be made in situations where You have made known to Us the purpose for which the Goods will be used or some function sought to be fulfilled;
 - 20.3.3 You acknowledge that We have no control over many factors involved with the suitability, function or fitness for purpose of Goods in an existing or new computer environment, e.g.
 - 20.3.3.1 the compatibility or ability of the Goods to fit into or perform to expectations in the receiving computer/internet environment; or
 - 20.3.3.2 the behaviour of third-party supplier, e.g. in relation to support;
 - 20.3.4 You acknowledge that for a whole number of reasons outside of Our control, the Goods may fail to meet Your expectations, may not turn out to be fit for all or any of the purposes sought, may not be suitable or may not function properly in all or any respects;
 - 20.3.5 You acknowledge that the Services provided by Us may involve the very task of seeking to customise Goods so they may be fit for particular purposes and that customisation may be a very substantial project in itself;
 - 20.3.6 Accordingly, You will accept the sole responsibility for, and indemnify and hold Us harmless in respect of:
 - 20.3.6.1 decisions as to whether or not to follow recommendations by Us;

- 20.3.6.2 decisions as to whether or not to purchase or customise Goods or obtain Services for that or any other purpose; and
- 20.3.6.3 any failure or defect in suitability, function or fitness for purpose of any Goods and/or Services, including a responsibility to obtain Your own independent advice or second opinion from a suitably qualified person;
- 20.3.7 Where We provide Services with a view to achieving Your purposes, suitability, function or fitness for purpose (whether expressed, agreed or otherwise), You must pay for those Services on time without any set-off or counter-claim, whether or not We are able to achieve any of such purposes, suitability, function or fitness for purpose, provided always that We have acted in good faith and have made what We consider, in Our absolute discretion, to have made all reasonable endeavours to achieve those outcomes.
- 20.4 **Testing Procedures:** You will follow the instructions of Ours with regard to testing or troubleshooting any problems and that if those do not resolve the outstanding problems, We will, subject to these Conditions, allocate such resources as We consider reasonable in the circumstances towards their resolution.

21. FORCE MAJEURE

- 21.1 **Force Majeure:** If We are unable to supply any Goods or Services due to circumstances beyond Our reasonable control, We may cancel the Order (even if the Order has already been accepted) or cease to provide the Services by written notice to You, in which case You will hold Us harmless.
- 21.2 We will not be liable for any breach of contract due to any matter or thing beyond Our control, including failures by third parties to supply goods, services or transport, stoppages, transport breakdown, fire, flood, earthquake, acts of God, strikes, lock-outs, work stoppages, wars, riots or civil commotion, intervention or public authority, explosion or accident.

22. PRODUCT SPECIFICATIONS

- 22.1 **Alterations to Specifications:** We make every effort to supply the Goods in accordance with the Order however We may supply alternate Goods subject to minor variations in actual dimensions and specifications where these are changed by the manufacturer of the Goods after the Order date and before delivery.
- 22.2 **Substitute Goods:** If We cannot supply the Goods ordered by You, We may supply alternate Goods of equal or superior quality provided however that You will not pay a higher price than the price Quoted or otherwise agreed for the Goods ordered.

23. WARRANTIES

- 23.1 **Reliance on Manufacturer's Warranty:** You will rely on the warranties provided by the manufacturer of Goods supplied by Us (where applicable) and will deal direct with such manufacturer rather than Us for all claims covered by such warranties.

- 23.2 **No claim for manufacturer's default:** You indemnify and hold Us harmless in respect of the performance or otherwise, by any manufacturer of Goods supplied to You by Us, of any of the obligations of such manufacturer in respect of such Goods. This includes any damages or moneys due to You arising under, or in connection with, any breach by the manufacturer of any the manufacturer's warranties in respect of the Goods.

24. LIABILITY

- 24.1 **Aggregate Limit of Liability:** You understand and agree that WE shall not be liable for any indirect, incidental, special or consequential damages (including, without limitation, damage is for interruption of services, loss of business, loss of profits, loss of revenue, loss of data, or loss or increased expense of use client or any third party incurs), weather in an action in contract, warranty, tort (including, without limitation, negligence), or strict liability, even if consultant has been advised of the possibility of such liabilities. We shall not be responsible for any problems which may occur as a result of the use of any third-party software or hardware. In no event shall the aggregate amount you may recover from us under this agreement for any and all injuries, claims, losses, expenses or damages, arising out of or in any way related to the services and/or this agreement, from any cause or causes, including but not limited to consultants negligence, errors, omissions, strict liability, breach of contract or breach of warranty ("Your claims") exceed the lesser of five thousand dollars (\$5,000) or the total payments made to Us by You pursuant to this agreement in the immediately preceding six (6) months the foregoing some represents our total liability for all of your claims the. The limitations set forth in the section shall not apply to personal injury or damage to tangible property caused by the wilful misconduct or gross negligence of us.
- 24.2 **Exclusion:** Except as specifically set out herein and so far as may be permitted by law, any term, condition or warranty in respect of the quality, fitness for purpose, condition, description, assembly, manufacture, design or performance of the Goods or Services, whether implied by statute, common law, trade usage, custom or otherwise, is hereby expressly excluded.
- 24.3 **No liability for program or data loss:** You indemnify and hold Us harmless in respect of any allegation, claim, loss or expense of Yours or any third party for any program or data loss or damage suffered by You or that third party arising directly or indirectly from the supply of the Goods or Services by Us to You. You acknowledge You are solely responsible for backing up Your programs and data in order to mitigate Your own potential loss of programs and data.
- 24.4 **Limit on consequential damage:** You indemnify and hold Us harmless in respect of any allegation or claim as to any indirect or consequential losses or expenses suffered by You or any third party, howsoever caused, including but not limited to loss of turnover, profits, business or goodwill or any liability to You or any third party.
- 24.5 **Limit on damage from a failure in supply:** You indemnify and hold Us harmless for any allegation or claim for loss or damage by You or a third party where We have failed to meet any delivery date or cancels or suspends the supply of Goods or Services.

- 24.6 **General limit on liability:** Except as otherwise expressly stated in these terms and conditions, We are not liable for any loss or damage of any kind however caused (including, but not limited to, by the negligence of Us) which is suffered or incurred by You in connection with:
- 24.6.1 Goods or Services provided to You or any Work;
 - 24.6.2 these Terms and Conditions;
 - 24.6.3 Your use of Our website (including the use of a credit card or other debit device) or any linked website;
 - 24.6.4 the non-availability of Goods or Our Services for any reason;
 - 24.6.5 any act or omission of Ours or the provision of inaccurate, incomplete or incorrect information by You, or
 - 24.6.6 for any other reason whatsoever.
- 24.7 **Limitation options:** To the extent that any legislation implies a condition or warranty that cannot be excluded but can be limited, clause 24.6 does not apply to that liability and Our liability for any breach of that condition or warranty is limited to Our doing any one or more of the following (at its election):
- 24.7.1 replacing the Goods or supplying equivalent Goods, Services or Work;
 - 24.7.2 repairing the Goods or the Work;
 - 24.7.3 paying the cost of replacing the Goods or the Work or acquiring equivalent Goods, Services or Work; or
 - 24.7.4 paying the cost of having the Goods or the Work repaired.
- 24.8 **Laws still apply:** Nothing in these Conditions is to be interpreted as excluding, restricting or modifying or having the effect of excluding, restricting or modifying the application of any State or Federal legislation applicable to the supply of the Goods or Services which cannot be excluded, restricted or modified.
- 24.9 **Severance:** If any provision contained in the Conditions is unlawful, invalid or unenforceable, those provisions may be severed without prejudice to the validity and enforceability of the remaining provisions of the Conditions.

25. ERRORS AND OMISSIONS

- 25.1 We make every effort to ensure that all prices and descriptions quoted are correct and accurate. In the case of an error or omission, We may rescind the affected contract by written notice to You, notwithstanding that We have already accepted Your Order and/or received payment from You. Our liability in that event will be limited to the return of any money You have paid in respect of the Order.

OUR RESPONSIBILITIES

26. PRIVACY STATEMENTS AND YOUR RIGHTS

- 26.1 We are collecting Your personal information for the fulfilment of Quotes, Orders and the provision of Goods or Services to you and it may retain and use it for any such purposes ("Authorised Purposes").
- 26.2 You are required to provide your personal information to Us for Authorised Purposes.
- 26.3 We may disclose Your personal information to other persons for the purposes of the fulfilment of Quotes, Orders and Work for you or in order to provide Goods or Services to You, to verify the information You provide, for enquiries about Goods or Services that may be suitable for your purposes, or to confirm Your requirements, to anyone proposing to supply Goods or Services to You, or to acquire Goods or Services on Your behalf, or in respect of enquiries relating to any of the foregoing.
- 26.4 Otherwise We will not disclose Your personal information without Your consent unless authorised by law.
- 26.5 Your personal information will be held by Us at Our Principal Place of Business and You can contact Us to request to access or correct it.
- 26.6 We rely on You to submit correct information and details where requested. You accept that You may incur additional expenses if you submit incorrect information.

27. OUR WEBSITE

- 27.1 We make no representations or warranties in relation to information available on Our website, including without limitation:
 - 27.1.1 that the information on Our website is complete or correct;
 - 27.1.2 that Our website will be continuously available or free from any delay in operation or transmission, virus, communications failure, internet access difficulties or malfunction in hardware or software; and that We endorse any internet site linked to Our website or any third party products or services referred to on Our website.

28. INSURANCE COVERAGE

- 28.1 We will maintain at Our own expense, commercial general liability insurance for personal injury and property damage for a general aggregate of \$1,000,000. At Your request We will provide You with certificates, including renewal certificates evidencing such coverage within thirty (30) days of commencing this Agreement, at every renewal and at other times as may be reasonably requested by You.

YOUR RESPONSIBILITIES

29. LODGING OF SERVICE REQUESTS

- 29.1 In order for Us to provide You with the agreed Service, You agree to follow Our process for lodging of Service Requests as outlined in Appendix A.

30. ACCESS TO SYSTEMS, SITES AND PEOPLE

- 30.1 In order to provide You with the agreed Service, You agree to give Us access to various items of Yours including but not limited to, equipment, people and sites as and when required.
- 30.2 You agree to allow Us to install software on Your Equipment that allows Our technicians to access Your systems at any time. This software allows Us to view system statuses, send monitoring information, see users' desktops and control Your PC's. This may require that devices are left on overnight or weekends.

31. THIRD PARTY AUTHORIZATIONS

- 31.1 At times We may need to contact Your third party providers on Your behalf, such as Your internet provider. Some of these providers may require Your authorisation for Us to deal on Your behalf. It is Your responsibility to ensure that We are able to deal freely with these providers.

32. PAYMENT, LATE PAYMENT AND DEFAULT

- 32.1 **Charges and Billing.** You shall pay all monthly recurring charges ("MRC") in advance and all other Charges monthly in arrears. All Charges shall be payable in U.S. Dollars, and shall be exclusive of any applicable taxes.

"Charges" means the fees, rates and charges for the Services, as specified in the applicable Service Order or as otherwise invoiced by Consultant pursuant to the Agreement. Unless otherwise agreed to by the Parties in writing, Charges for each Service Order shall begin to accrue on the date the Service is provisioned by Consultant. Charges for the Services are subject to change at any time if third party charges in connection with a Service are increased or newly charged to Consultant.

- 32.2 **Payment due date:** All invoices issued to You are due and payable to Us within the terms stated on the invoice (unless otherwise agreed in writing). by cash, cheque, credit card or direct deposit in accordance with these Terms and Conditions and in the way set out in the Invoice.
- 32.3 **Taxes:** All Charges for the Services are exclusive of any taxes and other fees and surcharges. You are responsible for payment of all applicable taxes that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise, access, and bypass ("Taxes").

- 32.4 **Invoice Disputes.** To the extent that You may dispute any portion of an invoice in good faith, it shall notify Us in writing and provide detailed documentation supporting its dispute within fourteen (14) days of the invoice date or the Your right to any billing adjustment shall be waived. In the event of a billing dispute, You shall timely pay all undisputed amounts. If the dispute is resolved against You, You shall pay such amounts due plus interest from the original Due Date. You may not offset disputed amounts from one invoice against payments due on the same or another account.
- 32.5 **Changes and Fee Estimates.** Fees shall be subject to change by Us upon no less than 7 days' written notice to You. Any fee estimates provided by Us at Your request are for informational purposes only, and may differ from the rate(s) ultimately payable by You pursuant to a subsequent invoice, Service Order or Service Schedule.
- 32.6 **7 days late:** Where You fail to pay an invoice within seven (7) days of the due date, We may, in Our absolute discretion and without prior notice, suspend or discontinue the supply of Goods and/or Services to You.
- 32.7 **Recoveries:** If we use a collection agency or attorney to collect a late payment or returned payment, you agree to pay all reasonable costs of collection or other action. These remedies are in addition to and not in limitation of any other rights and remedies available to Consultant under the Agreement, at law or in equity.
- All legal and other costs and expenses incurred in connection with the recovery of late payments will be added to the amount due by You to Us and will be recoverable from You, in addition to the original invoice cost. If You default in payment of any invoice on time, moneys which would have become due by You at a later date shall be immediately due and payable without any further notice to You. Collectively, all of these moneys are referred to in these Conditions as a "Sum Due".
- 32.8 **Interest:** If payment of any Sum Due is not made on time, We will charge interest daily on the Sum Due at the higher of: one and a half percent (1.5%) per month or the maximum rate allowed by applicable law, calculated and charged daily on and from the due date until the Sum Due is paid in full.
- 32.9 **Application of funds:** All payments of the Sum Due made by You to Us will be applied as follows:
- 32.9.1 first in or towards payment of any costs (including legal costs), charges, expenses or outgoings paid by Us in relation to any dishonoured cheque fees, collection costs or any other action taken by Us for the recovery of any amounts owing by You to Us;
- 32.9.2 secondly, in or towards payment of any interest due or payable hereunder, and
- 32.9.3 thirdly, in or towards payment of Your debts to Us in order from the longest standing due to the most recently incurred.
- 32.10 **Security:** We may require You to provide security over Your property (including the Goods or any other property of Yours) as collateral to be held as security for any Sum Due or as a condition precedent to the continuation of supply of Goods or Services by Us to You.

- 32.11 **Payment arrangements:** In the event that a repayment arrangement is made in relation to any Sum Due and the supply of Goods or Services is resumed, but then a repayment due under that arrangement is not made on time, We may, in Our absolute discretion and without prior notice, again suspend or discontinue the supply of Goods or Services to You.
- 32.12 **Power of Attorney:** You hereby irrevocably appoint Us as Your attorney to do anything We consider fit for the recovery of the Sum Due or the creation, perfection or enforcement of any collateral held or to be held as security for any Sum Due.
- 32.13 **Other remedies:** We may exercise any of Our rights and remedies including taking legal action against You for the recovery of any moneys due to Us, notwithstanding it may have exercised other rights under these Conditions.

33. NON-SOLICITATION OF CLIENTS AND EMPLOYEES

- 33.1 You agree that employees are one of Our most valuable assets, policy and professional ethics require that Our employees not seek employment with, or be offered employment by You during the course of engagement and for a period of three (3) years thereafter (or the maximum amount permissible by a Court).
- 33.2 You agree that Our damages resulting from breach of this clause 33.1 would be impracticable and that it would be extremely difficult for Us to ascertain the actual amount of damages. Therefore in the event You violate this provision, You agree to immediately pay Us 100% of the employee's total annual salary, as liquidated damages and We shall have the option to terminate this Agreement without further notice or liability to You. The amount of liquidated damages reflected herein is not intended as a penalty and is reasonably calculated based upon the projected costs We would incur to identify, recruit, hire and train suitable replacements for such personnel.

34. SOFTWARE

- 34.1 All Software licences are the responsibility of You and not that of Us. It is the duty of You to store all licences for all Software used, so that that they can be reproduced if and when required. This includes all Software installed by Us.
- 34.2 You indemnify and hold Us harmless against any claim, allegation, loss, damage or expense arising directly or indirectly from:
- 34.2.1 any unauthorised Software use by You;
 - 34.2.2 any breach of any Software licence in respect of Software provided to Us by You to be installed on one of Your computers;
 - 34.2.3 otherwise as a result of Us installing Software at Your service where You are not authorised to use the Software; and
 - 34.2.4 any problem, defect or malfunction associated with any Software (or related services) supplied by third parties.

- 34.3 All copyright in custom software remains the sole property of Ours unless alternate arrangements are made as part of a separate software agreement.

35. COPYRIGHT AND CONFIDENTIALITY

- 35.1 **Warranty and breach:** You warrant that any confidential or copyright information or intellectual property (of any kind and in any form held) or provided by You to Us belongs to You. In the event of any breach of this warranty, You will pay all sums due to Us as If such warranty had not been breached (and regardless of any non-performance of any obligation by Us on account of or in connection with the breach of such warranty). You indemnify and hold Us harmless in respect of any allegations, claims, loss, costs or expenses in connection with such breach of warranty by You.
- 35.2 **Retention of title:** All copyright and other intellectual property rights in any Work created, commissioned or acquired by Us in the course of the supply of Services by Us to You will be the exclusive property of Ours unless otherwise agreed in writing by Us and You.
- 35.3 **Confidential Information:** We acknowledge that in the course of providing Services to You, We may learn from You certain non-public personal and otherwise confidential information relating to You, including Your customers, consumers or employees. We shall regard any and all information We receive which in any way relates or pertains to You, including Your customers, consumers or employees as confidential.
- 35.4 You also acknowledge that all information and services, consulting techniques, proposals, and documents disclosed by Us or which comes to Our attention during the course of business and provided under this agreement constitute valuable assets of, and confidential and/or proprietary information to Us.

As such, both parties shall take all commercially reasonable steps to not disclose, reveal, copy, sell, transfer, assign, or distribute any part or parts of such information in any form, to any person or entity, or permit any of its employees, agents, or representatives to do so for any purpose except unless permitted in writing by the disclosing party or as required by applicable law.

APPENDIX A

SERVICE REQUEST LODGEMENT PROCESS

When you contact us to lodge a service request only the methods below must be used:

Phone: 203.883.0000, option 2 for standard support, option 3 for emergency

Email: support@yourtech.team

Web Portal: <http://clients.yourtech.team>

Include a short description of the problem and any screenshots of errors to assist in the resolution of the issue.

If the issue is being lodged by either phone or external email you must include your name, company and return contact details.

Service requests **must not** be lodged directly with technicians, as this detracts them from proper documentation and will cause delays in resolving the current issue.

Voicemail is a key method of lodging tickets and documentation. We strive to always pick up the phone when we can, but sometimes we can't stop what we're doing to pick up. If we can't pick up, we have voicemail to ensure your ticket is logged as quickly as possible. Please, make sure to leave full and complete voicemails the first time you call. This allows us to triage and prioritize tickets even when our hands are full. If we don't pick up when you call, it's because we are busy, and we promise that leaving a voicemail is the fastest way to get a response. If it's an emergency, select emergency handling from the menu and leave a voicemail. If it's not an emergency, leave a message in the general queue and we will get to your ticket in order of established SLA response times.

Excessive repeated calls or empty voicemails waste everyone's time, and the time to review and clear empty tickets created from empty voicemails may incur additional documentation charges at Our absolute discretion.

EMERGENCY SERVICE REQUESTS & SERVICE REQUESTS OUTSIDE OF OUR BUSINESS HOURS

Service Requests that must be addressed on an emergency basis or outside of business hours must be lodged by phone (charges apply for after-hours work). If not, the Service Request will be viewed on Our next Business Day.