

1. Interpretation

The following definitions and rules of interpretation apply in these Conditions.

1.1 Definitions:

"Business Day": a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.

"Charges": the charges payable by the Customer for the supply of the Services in accordance with clause 5.

"Commencement Date": has the meaning given in clause 2.2.

"Conditions": these terms and conditions as amended from time to time in accordance with clauses 3.3 or 11.5.

"Contract": the contract between the Supplier and the Customer for the supply of Services in accordance with these Conditions and the SLA.

"Control": has the meaning given in section 1124 of the Corporation Tax Act 2010, and the expression **change of control** shall be construed accordingly.

"Controller, processor, data subject, personal data, personal data breach, processing and appropriate technical measures": as defined in the Data Protection Legislation.

"Customer": the person or firm who purchases Services from the Supplier.

"Customer Default": has the meaning set out in clause 4.2.

"Data Protection Legislation": the UK Data Protection Legislation and any other European Union legislation relating to personal data and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of personal data (including, without limitation, the privacy of electronic communications) and the guidance and codes of practice issued by the relevant data protection or supervisory authority and applicable to a party.

"Deliverables": all documents, products and materials developed by the Supplier or its agents, subcontractors and personnel as part of or in relation to the Services in any form including without limitation spreadsheets, data and reports (including drafts), as set out in the Order.

"Intellectual Property Rights": patents, utility models, rights to inventions, copyright and neighbouring and related rights, moral rights, trade marks and service marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

"Order": the Customer's order for Services being in the form of (i) a written acceptance of a Quotation (if applicable); or (ii) an email outlining the Customer's requirements; or (iii) a request sent via the Supplier's automated ordering system, in each case subject to the Contract.

"Quotation": any Quotation provided by the Supplier to the Customer relating to the Services.

"Samples": the items provided by the Customer upon which the Supplier is to perform the Services.

"Services": the services, including the Deliverables, to be provided by the Supplier to the Customer as set out in the Order.

"SLA": the Supplier's service level agreement provided to the Customer containing terms required by United Kingdom Accreditation Services (**UKAS**) [and the Campden BRI Retailer Supplementary Audit (**RSA**) Scheme] (as may be amended from time to time in accordance with clause 3.3).

"Supplier": ifp-labs UK West Yorkshire Limited registered in England and Wales with company number 02757881 and whose registered office is Unit 1b Moderna Way, Mytholmroyd, Hebden Bridge, West Yorkshire, England, HX7 5QQ.

"UK Data Protection Legislation": all applicable data protection and privacy legislation in force from time to time in the UK including the General Data Protection Regulation ((EU) 2016/679); the Data Protection Act 2018; the Privacy and Electronic Communications Directive (2002/58/EC) (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended.

1.2 Interpretation:

- (a) A reference to a statute or statutory provision is a reference to it as amended or re-enacted. A reference to a statute or statutory provision includes all subordinate legislation made under that statute or statutory provision.
- (b) Any words following the terms **including, include, in particular, for example** or any similar expression, shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- (c) A reference to **writing** or **written** includes fax and email.

2. Basis of contract

- 2.1 The Order constitutes an offer by the Customer to purchase Services in accordance with the Contract. The Customer must sign and return a copy of the SLA and a copy of these Conditions to the Supplier prior to any Services being delivered.
- 2.2 The Order shall only be deemed to be accepted on the earlier of the Supplier issuing written acceptance of the Order or taking steps to fulfil that Order at which point, and on which date the Contract shall come into existence ("**Commencement Date**").
- 2.3 The Supplier reserves the right in its absolute discretion to reject an Order and shall communicate the same to the Customer in writing.
- 2.4 The Supplier is not under any obligation to start any work on Samples received unless the Order is clear, and it has received all the required information necessary to properly deliver the Services. Any samples, drawings, descriptive matter or advertising issued by the Supplier, and any descriptions or illustrations contained in the Supplier's catalogues or brochures, are issued or published for the sole purpose of giving an approximate idea of the Services described in them. They shall not form part of the Contract or have any contractual force.
- 2.5 These Conditions and the SLA apply to the Contract to the exclusion of any other terms that the Customer seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.
- 2.6 Any Quotation given by the Supplier shall not constitute an offer or an Order and is only valid for a period of 20 Business Days from its date of issue.

3. Supply of Services

- 3.1 The Supplier shall supply the Services to the Customer in accordance with the Contract in all material respects.

- 3.2 The Supplier shall use reasonable endeavours to meet any performance dates specified in an Order, but any such dates shall be estimates only and time shall not be of the essence for performance of the Services.
- 3.3 The Supplier reserves the right to amend the Services or the Contract if necessary, to comply with any applicable law or regulatory requirement (including but not limited to any amendments to the SLA as required by UKAS or RSA) or if the amendment will not materially affect the nature or quality of the Services. The Supplier shall notify the Customer of any such changes and, may require the Customer to sign an updated copy of these Conditions or the SLA prior to delivering any further Services.
- 3.4 The Supplier warrants to the Customer that the Services will be provided using reasonable care and skill.
- 3.5 At its sole discretion, the Supplier shall provide a collection service to the Customer for Samples. In the event that the Customer fails to notify the Supplier 48 hours before a scheduled collection that it is no longer required, the Customer undertakes to pay the Supplier the full cost of the wasted trip which shall be a sum determined by the Supplier and shall at a minimum take into account the mileage between the Supplier's premises and the Customer's premises as well as a proportionate amount to reflect the wasted staff cost.
- 3.6 Where the in-house courier service is used the laboratories will take responsibility for the samples at the point where they are handed to the courier by the customer.

4. Customer's obligations

4.1 The Customer shall:

- (a) ensure that the Order and any information it provides to the Supplier are complete and accurate;
- (b) co-operate with the Supplier in all matters relating to the Services;
- (c) provide the Supplier and its employees, agents, consultants and subcontractors with such access to the Customer's premises, office accommodation and other facilities for the collection of Samples as is reasonably required by the Supplier. The Supplier accepts no liability for any loss or damage to Samples in transit;
- (d) provide the Supplier with such information and materials as the Supplier may reasonably require in order to supply the Services, and ensure that such information is complete and accurate in all material respects;
- (e) ensure that all Samples are in a condition that is fit for the Services to be performed without difficulty. In the event that the Samples are not fit to be tested in the normal way, for example due to Samples being contaminated or containing undisclosed materials that render them incompatible with standard testing procedures, the Supplier reserves the right to cease providing the Services and the Customer shall be liable for all costs incurred by the Supplier and Charges up to that point;
- (f) prepare the Samples for the supply of the Services which includes but is not limited to ensuring proper segregation and packaging of all Samples in compliance with the Supplier's instructions and good industry practice;
- (g) warrant that no Sample poses a danger to the Supplier or its premises, instruments, equipment or personnel;
- (h) provide the Supplier on demand with the exact composition of any Samples;
- (i) obtain and maintain all necessary licences, permissions and consents which may be required for the Services before the date on which the Services are to start;
- (j) comply with all applicable laws, including health and safety laws as they relate to the Services and the labelling, transportation and disposal of Samples. The Customer shall inform the Supplier of all applicable laws that apply to the Services to enable the Supplier to effectively deliver the Services;

- (k) inform the Supplier and its representatives of any health and safety concerns associated with the Samples including but not limited to any known or suspected contaminant that may be present in the Samples, any inherent hazards within Samples and any risks this pose to the Supplier's premises, instruments, equipment or personnel;
 - (l) use any software supplied by the Supplier pursuant to the Contract in accordance with the applicable licences, terms, instructions and manuals; and
 - (m) only use any Deliverable in accordance with the proposed use indicated at the time the Order was made; and
 - (n) not change, edit or reproduce any Deliverable without the express permission of the Supplier.
- 4.2 If the Supplier's performance of any of its obligations under the Contract is prevented or delayed by any act or omission of the Customer or a breach of the Contract by the Customer ("**Customer Default**"):
- (a) without limiting or affecting any other right or remedy available to it, the Supplier shall have the right to suspend performance of the Services until the Customer remedies the Customer Default, and to rely on the Customer Default to relieve it from the performance of any of its obligations in each case to the extent the Customer Default prevents or delays the Supplier's performance of any of its obligations;
 - (b) the Supplier may at its sole discretion cease delivery of the Services and terminate the Contract with the provisions of clause 10.2 to 10.4 applying upon such termination;
 - (c) the Supplier shall not be liable for any costs or losses sustained or incurred by the Customer arising directly or indirectly from the Supplier's failure or delay to perform any of its obligations following a Customer Default as set out in this clause 4.2; and
 - (d) the Customer shall indemnify the Supplier against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other professional costs and expenses) suffered or incurred by the Supplier, its personnel, or representatives as a result of any Customer Default.

5. Charges and payment

- 5.1 In consideration for the provision of the Services, the Customer shall pay the Supplier the Charges in accordance with this clause 5.
- 5.2 The Supplier shall notify the Customer of the Charges and of any increase in the Charges (which shall be communicated to the Customer in advance of taking effect). Any increase in the Charges shall be applicable from the date stated by the Supplier in the notice informing the Customer of the increase.
- 5.3 Subject to clause 5.5 below, the Supplier shall invoice the Customer monthly in arrears.
- 5.4 Subject to clause 5.5 below, the Customer shall pay each invoice submitted by the Supplier:
- (a) within 30 days of the date of the invoice or in accordance with any credit terms agreed by the Supplier and confirmed in writing to the Customer; and
 - (b) in full and in cleared funds to a bank account nominated in writing by the Supplier, and time for payment shall be of the essence of the Contract.
- 5.5 The Supplier reserves the right to require an upfront payment of the applicable Charges prior to commencement or delivery of the Services.
- 5.6 All amounts payable by the Customer under the Contract are exclusive of amounts in respect of value added tax chargeable from time to time ("**VAT**"). Where any taxable supply for VAT purposes is made under the Contract by the Supplier to the Customer, the Customer shall, on receipt of a valid VAT invoice

from the Supplier, pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of the Services at the same time as payment is due for the supply of the Services.

- 5.7 If the Customer fails to make a payment due to the Supplier under the Contract by the due date, then, without limiting the Supplier's remedies under clause 10, the Customer shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this clause 5.7 will accrue each day at 4% a year above the Bank of England's base rate from time to time, or at 4% a year for any period when that base rate is below 0%.
- 5.8 All amounts due under the Contract shall be paid in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

6. Intellectual property rights

- 6.1 All Intellectual Property Rights in or arising out of or in connection with the Services (other than Intellectual Property Rights in any Samples or other materials provided by the Customer) shall be owned by the Supplier.
- 6.2 Subject to clause 4.1(m) and 4.1(n), the Supplier grants to the Customer, or shall procure the direct grant to the Customer of, a fully paid-up, worldwide, non-exclusive, royalty-free licence during the term of the Contract to use the Deliverables (excluding materials provided by the Customer) for the purpose of receiving and using the Services.
- 6.3 The Customer shall not sub-license, assign or otherwise transfer the rights granted in clause 6.2.
- 6.4 The Customer grants the Supplier a fully paid-up, non-exclusive, royalty-free, non-transferable licence to copy and modify any materials provided by the Customer to the Supplier for the term of the Contract for the purpose of providing the Services to the Customer.

7. Data protection

- 7.1 Both parties will comply with all applicable requirements of the Data Protection Legislation. This clause 7 is in addition to, and does not relieve, remove or replace, a party's obligations or rights under the Data Protection Legislation. In this clause 7, **Applicable Laws** means (for so long as and to the extent that they apply to the Supplier) the law of the European Union, the law of any member state of the European Union and/or Domestic UK Law; and **Domestic UK Law** means the UK Data Protection Legislation and any other law that applies in the UK.
- 7.2 The parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the controller and the Supplier is the processor.
- 7.3 Without prejudice to the generality of clause 7.1, the Customer will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the personal data to the Supplier for the duration and purposes of the Contract.
- 7.4 Without prejudice to the generality of clause 7.1, the Supplier shall, in relation to any personal data processed in connection with the performance by the Supplier of its obligations under the Contract:
- (a) process that personal data only on the documented written instructions of the Customer unless the Supplier is required by Applicable Laws to otherwise process that personal data. Where the Supplier is relying on Applicable Laws as the basis for processing personal data, the Supplier shall promptly notify the Customer of this before performing the processing required by the Applicable Laws unless those Applicable Laws prohibit the Supplier from so notifying the Customer;
 - (b) ensure that it has in place appropriate technical and organisational measures, to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting

personal data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to personal data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);

- (c) ensure that all personnel who have access to and/or process personal data are obliged to keep the personal data confidential; and
- (d) not transfer any personal data outside of the European Economic Area unless the prior written consent of the Customer has been obtained and the following conditions are fulfilled:
 - (i) the Customer or the Supplier has provided appropriate safeguards in relation to the transfer;
 - (ii) the data subject has enforceable rights and effective legal remedies;
 - (iii) the Supplier complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any personal data that is transferred; and
 - (iv) the Supplier complies with reasonable instructions notified to it in advance by the Customer with respect to the processing of the personal data;
- (e) assist the Customer, at the Customer's cost, in responding to any request from a data subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
- (f) notify the Customer without undue delay on becoming aware of a personal data breach;
- (g) at the written direction of the Customer, delete or return personal data and copies thereof to the Customer on termination of the agreement unless required by Applicable Law to store the personal data; and
- (h) maintain complete and accurate records and information to demonstrate its compliance with this clause 7 and allow for audits by the Customer or the Customer's designated auditor and immediately inform the Customer if, in the opinion of the Supplier, an instruction infringes the Data Protection Legislation.

7.5 The Customer provides general consent to the Supplier appointing third party processors of personal data under the Contract. The Supplier confirms that it has entered or (as the case may be) will enter with the third party processor into a written agreement incorporating terms which are substantially similar to those set out in this clause 7 and in either case which the Supplier confirms reflect and will continue to reflect the requirements of the Data Protection Legislation. As between the Customer and the Supplier, the Supplier shall remain fully liable for all acts or omissions of any third-party processor appointed by it pursuant to this clause 7.

7.6 At least 14 days before authorising any new third-party processors to process personal data, the Supplier shall inform the Customer of the identity of such third-party processor. The Customer may object to the change without penalty by initiating the dispute resolution procedure in clause 11.10. The Supplier shall use reasonable endeavours to change, modify or remove the applicable Services in order to avoid processing of the Customer's personal data by such new third-party processor to which the Customer reasonably objects.

8. Limitation of liability

8.1 The restrictions on liability in this clause 8 apply to every liability arising under or in connection with the Contract including liability in contract, tort (including negligence), misrepresentation, restitution or otherwise.

8.2 Neither party may benefit from the limitations and exclusions set out in this clause in respect of any liability arising from its deliberate default.

- 8.3 Nothing in the Contract limits any liability which cannot legally be limited, including liability for:
- (a) death or personal injury caused by negligence;
 - (b) fraud or fraudulent misrepresentation; and
 - (c) breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession).

8.4 Subject to clause 8.3, the Supplier's total liability to the Customer in respect of all breaches of duty occurring within any 12 month period shall not exceed the lesser of the sum of £5,000 or 100% of the total Charges in the 12 month period leading up to the date of the breach.

Subject to clause 8.3 the following types of loss are wholly excluded by the parties:

- (a) loss of profits;
- (b) loss of sales or business;
- (c) loss of agreements or contracts;
- (d) loss of anticipated savings;
- (e) loss of use or corruption of software, data or information;
- (f) loss of or damage to goodwill; and indirect or consequential loss.

8.5 The Supplier has given commitments as to compliance of the Services with relevant specifications in clause 3. In view of these commitments, the terms implied by sections 3, 4 and 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from the Contract.

8.6 The Customer shall indemnify the Supplier against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other professional costs and expenses) suffered or incurred by the Supplier, its personnel, or representatives as a result of or arising from or in any way connected with the Services.

8.7 Unless the Customer notifies the Supplier that it intends to make a claim in respect of an event within the notice period as set out in this clause 8.7, the Supplier shall have no liability for that event. The notice period for an event shall start on the day on which the Customer became, or ought reasonably to have become, aware of its having grounds to make a claim in respect of the event and shall expire 6 months from that date. The notice must be in writing and must identify the event and the grounds for the claim in reasonable detail.

8.8 This clause 8 shall survive termination of the Contract.

9. Title and Risk

9.1 All Samples remain the property of the Customer save that the Supplier shall have the right to perform any actions on the Samples necessary to give effect to the Services and as set out in clause 9.2. The risk in the Samples (including whilst they are in the custody of the Supplier) remains the Customer's. The Customer shall be responsible for effecting and maintaining its own insurance cover in respect of the Samples.

9.2 The Supplier shall have no obligation or liability for any Samples in its custody and may dispose of the Samples as it deems fit without any further notice to the Customer and the Customer expressly authorises it to do so. The Customer acknowledges that in the process of delivering the Services, Samples may be destroyed or contaminated.

10. Termination

- 10.1 Without affecting any other right or remedy available to it, either party may terminate the Contract with immediate effect by giving the other party written notice.
- 10.2 On termination of the Contract the Customer shall immediately pay to the Supplier all of the Supplier's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, the Supplier shall submit an invoice, which shall be payable by the Customer immediately on receipt.
- 10.3 Termination or expiry of the Contract shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination or expiry, including any right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry.
- 10.4 Any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination or expiry of the Contract shall remain in full force and effect.

11. General

- 11.1 **Force majeure.** Neither party shall be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under the Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control.

11.2 Assignment and other dealings.

- (a) The Supplier may at any time assign, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any or all of its rights and obligations under the Contract.
- (b) The Customer shall not assign, transfer, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any of its rights and obligations under the Contract without the prior written consent of the Supplier.

11.3 Confidentiality.

- (a) Each party undertakes that it shall not at any time disclose to any person any confidential information concerning the business, affairs, customers, clients or suppliers of the other party, except as permitted by clause 11.3(b).
- (b) Each party may disclose the other party's confidential information:
 - (i) to its employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of carrying out the party's obligations under the Contract. Each party shall ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party's confidential information comply with this clause 11.3; and
 - (ii) as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.
- (c) Neither party shall use the other party's confidential information for any purpose other than to perform its obligations under the Contract.

11.4 Entire agreement.

- (a) The Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
- (b) Each party acknowledges that in entering into the Contract it does not rely on and shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the Contract. Each party agrees that it shall have

no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in the Contract.

(c) Nothing in this clause shall limit or exclude any liability for fraud.

11.5 **Variation.** Except as set out in these Conditions including but not limited to clause 3.3, no variation of the Contract shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

11.6 **Waiver.** A waiver of any right or remedy under the Contract or by law is only effective if given in writing and shall not be deemed a waiver of any subsequent right or remedy. A failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy. No single or partial exercise of any right or remedy provided under the Contract or by law shall prevent or restrict the further exercise of that or any other right or remedy.

11.7 **Severance.** If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause 11.7 shall not affect the validity and enforceability of the rest of the Contract.

11.8 **Notices.**

(a) Any notice or other communication given to a party under or in connection with the Contract shall be in writing and shall be delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case); or sent to the email address provided for such use by that party.

(b) Any notice or communication shall be deemed to have been received:

(i) if delivered by hand, on signature of a delivery receipt;

(ii) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second Business Day after posting or at the time recorded by the delivery service; and

(iii) if sent by email, at the time of transmission, or, if this time falls outside business hours in the place of receipt, when business hours resume. In this clause 11.8(b)(iii), business hours means 9.00am to 5.00pm Monday to Friday on a day that is not a public holiday in the place of receipt.

(c) This clause 11.8 does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any other method of dispute resolution.

11.9 **Third party rights.** Unless it expressly states otherwise, the Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.

11.10 **Dispute resolution.** If any dispute arises in connection with the Contract, the parties agree to enter into mediation in good faith to settle such dispute and will do so in accordance with the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure. Unless otherwise agreed between the parties within 14 days of the dispute.

11.11 **Governing law.** The Contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

11.12 **Jurisdiction.** Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

The Customer hereby accepts and agrees to these Conditions:

DATE:.....

PRINT NAME;.....

JOB TITLE:.....

COMPANY:.....

SIGNED:.....