



TERMS AND CONDITIONS

PAV Forensics Services
Copyright © 2017 PAV Forensics Services

I, the undersigned, the company operational representative,

Full name: _____

ID / Company No.: _____

VAT Number: _____ E-mail Address: _____

Postal address: _____

Tel:(Work) _____ (Fax) _____ (Cell) _____

do hereby accept the quotation as well as the terms and conditions from PAV Forensic Services to render services to me or the company.

PAYMENT TERMS:

Payment is strictly due within 7 days after receipt of invoice. Should the quotation be lower than R20 000, a 50% deposit will be required prior to services commencing and over R20 000 a 25% deposit will be required. A name, e-mail and signature of the Financial Manager for the company, approving and acknowledging the services requested is required prior to scheduling of the service to be rendered. Should your company require any vendor documentation to be completed, this should be forwarded to us prior to the scheduling of the required service to insure a comfortable process for all parties involved.

I (the undersigned) as the companies financial represetative,

Full Name: _____

E-mail Address: _____

Contact Number: _____

Order number (If Applicable): _____

Sign the following as an acknowledgement that I am aware of services being or to be rendered to the company, and accepted by the afore-mentioned (signed above). I declare that I am the person responsible for the payments on behalf of the company. I have read and understood the T&C's of PAV Forensics Services and agree to adhere to the mentioned terms and conditions.

Signature _____ Designation _____

5 Days Grace Period:

Packages and services are provided with a 5 grace period for alteration and/or cancelation of services. In this period if services have not commenced the client is not liable to pay for any outstanding final invoice amounts and will be allowed a 100% deposit return.

Further rules on stand alone services will be discussed within this document.

Note: The following rule only applies to services rendered within our packages. If services are canceled outside of the grace period the client will be subject to pay 60% of outstanding quoted amount and will not be provided a deposit refund.

REPORTS:

All applicable reports will be submitted between 24 to 48 hours, unless depicted otherwise. If so, we will notify you on the turnaround time of said service, after receipt of payment and/or balance of the payment has been received.

WEEKENDS, AFTER HOUR SERVICES AND PUBLIC HOLIDAYS:

After hour and Saturday services, an additional 45% will be added to quoted fees. (No polygraph tests will be conducted on Sundays and public holidays.)

ACCOMMODATION FOR SERVICES REQUIRED OUTSIDE OF GAUTENG:

Services required outside of Gauteng, where traveling for more than 2 hours to and from the venue is required, the client will be responsible for the bookings and payments at a reputable accommodation, flight bookings and costs as well as meals and car hire if it is required.

POLYGRAPH TESTING VENUE:

A closed, quiet room with an electrical socket, desk and two chairs will be required to do the polygraph tests. A maximum of 5 polygraph tests can be conducted in one 8 hour day.

CANCELLATION / REFUSAL FEES:

A total 75% of the quoted fee will be charged for appointments of any stand alone services, made and not cancelled within 72 hours prior to the date of the required tests. If client is to cancel or move services on the day of without prior warning of possible cancellation or rescheduling, client is subject to full charges.

Note: We understand sudden emergencies can arise, negotiate with your representative and inform them, it will be discussed with Flip for consideration in policy exemption.

Full charges will be charged for refusals by nominated examinees at the testing venue. The full traveling costs will be charged if traveling has taken place for scheduled, not cancelled, tests.

REFUSAL OF SERVICE

PAV Forensics Services reserves the right to refuse services or to continue with services should it come to light that the constitutional rights of any individual is infringed or could be infringed. We also reserve the right to refuse services or continue with services should it come to light that any law, be it criminal law, civil law, statutory law or common law of the Republic of South Africa or any other country is, or will be violated. **PAV Forensics Services** or any of the companies employees will not take any responsibility for the contravention of any law inadvertently and/or deliberately committed by any client or potential client should such a contravention not be known by the employee or representative of **PAV Forensics Services**.

Please insure to sign the acceptance of quotation. No service booking will be made prior to receipt of acceptance.

Should you have any queries regarding the quotation, please do not hesitate to contact us for further information or visit our website at www.pavforensics.co.za.

Signature of the company operational representative requesting services:

Signed at _____ on the _____ day of _____ 20_____

Signature (Authorised Person).