

BINDING CONTRACT ADVICE - COMMERCIAL TERMS & CONDITIONS REVIEW & AMEND SERVICE INSTRUCTION & AGREEMENT FORM



1.	Product Offering (please tick as appropriate)
1.1	<p>Binding Contract Advice - £100 (plus VAT) <input type="checkbox"/></p> <ul style="list-style-type: none"> Advice addressed to QBE from a qualified lawyer who will advise QBE (on the basis of assumptions) whether you have an existing binding contract with the Insured Buyer. This advice will be shared with you (subject to us receiving from you in advance a completed Insured's Prior Confirmation Form). QBE will take this advice into account should a claim arise in relation to the respective Insured Buyer. QBE's lawyer will also advise QBE if your business could benefit from our Review & Amend Service, below.
1.2	<p>Commercial Terms & Conditions Review & Amend Service - £950 (plus VAT) <input type="checkbox"/></p> <ul style="list-style-type: none"> A professional review by QBE's lawyers of your existing terms of business with your customers (including invoices, credit/account opening forms, order acknowledgements, purchase orders etc). An assessment of the strength and weaknesses of your terms of business with your customers and (if necessary) recommendations to improve them. Where your contract is for the sale of goods or supply of services, QBE's lawyers will prepare and provide QBE with a set of terms which will include recommended clauses to maximize the protection you can take from your terms in conducting your day-to-day business activities, particularly in relation to Retention of Title provisions. QBE will share with you the results of the legal review (subject to us receiving from you in advance a completed Insured's Prior Confirmation Form). Guidance and practical advice on when and how to bring your terms to your customers' attention to ensure that it will be your terms that govern relationships with your customers.
1.3	<p>The Review & Amend Service is conducted in accordance with the laws of England & Wales. Where specialist advice or bespoke terms specific to your business sector are required, our lawyers will provide us with a written quotation.</p> <p>Do you have written terms and conditions of trade? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please submit a copy when returning this Form and indicate below how and when your terms are brought to your customers' attention (e.g. at point of sale, over the telephone, internet, order form, order confirmation, invoice etc):</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
1.4	<p>Is there any specific information you would like included in your Terms & Conditions? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details below:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>

1.5	Please provide a sample copy of the following, if used: (please tick as appropriate)					
Credit/Account Opening Form	<input type="checkbox"/>	Purchase order form	<input type="checkbox"/>	Invoice	<input type="checkbox"/>	
Order Acknowledgement	<input type="checkbox"/>	Delivery Note	<input type="checkbox"/>	Other Documents	<input type="checkbox"/>	
General Terms & Conditions/ Global Agreement	<input type="checkbox"/>	Letters Confirming Supply	<input type="checkbox"/>	Security Held	<input type="checkbox"/>	

2.	Your Business Details	
2.1	Business name Business address Postcode Email Company registration no. (if applicable) Owners'/Partners' name(s) (if applicable) Contact name Telephone Broker Policy Number	 Telephone Fax Email
2.2	<p>By signing below you agree to QBE Insurance (Europe) Limited arranging for the selected Service to be provided via our lawyers, Simmons & Simmons LLP, and you confirm you have read and agreed to be bound by our standard Terms of Business.</p> Authorised Signatory Date Print name Title (e.g. Director)	

3.	Checklist of documents to be returned to QBE (please tick as appropriate)	
	Instruction & Agreement Form	<input type="checkbox"/>
	Copies of documents relating to contract above	<input type="checkbox"/>
	Insured's Prior Confirmation Form (Binding Contract advice)	<input type="checkbox"/>
	Insured's Prior Confirmation Form (Commercial Terms & Conditions Review & Amend Service)	<input type="checkbox"/>



QBE European Operations

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