Purpose

At GK Signs we take pride in the quality of our work to ensure that all our customers branding looks its absolute best. We aim to achieve these high standards whilst keeping costs to a minimum to deliver the best possible service we can to our valued customers and you as a key part of our team help to deliver that.

For clarity and to avoid any unnecessary costs these Terms and Conditions outline the requirements for the installation and your code of conduct whilst on customer sites.

Should you have any questions please contact our Planning Team on: 01392 494044

Sub-Contractor Responsibility

- ✓ At all times on site wear appropriate PPE clothing and to wear GK Signs issued branded clothing. In the event you do not have the appropriate PPE clothing then please contact the Planning Team where arrangements can be made for you to collect the appropriate PPE clothing from our site in Alton.

- ✓ On arrival at appointed sites, meet the site contact and follow the on-site sign-in procedure and follow any induction processes and procedures.

- ✓ Following site induction, a site risk assessment must be conducted to ensure that the installation can be done in line with the issued and signed Proof, RAMS, and Method Statement. Any concerns must be reported immediately to the Planning Team.

- ✓ If any access equipment is to be used, a risk assessment must always be conducted, prior to its use. No faulty equipment is to be used.

- ✓ Once your quote is accepted by GK Signs and you are appointed to conduct the installation it is your responsibility to provide the necessary skills, appropriate equipment, and tools to carry out the work.

- ✓ All goods and materials that have arrived on-site, prior to your arrival must be checked against the Proof prior to starting the installation to ensure that everything is present and complete prior to commencing work. At a minimum prior to starting each installation any box or package regarding materials should be opened and the contents checked against the description of what is in the box. If there are any instances where you are unable to check the quality and quantity of goods prior to commencing work, please contact the Planning Team for instructions.

- ✓ All goods and materials that you receive directly must be checked against the delivery note prior to work commencing and will remain in your care until installed, or unless directed by GK Signs. On checking the goods and materials any damage or shortages must be reported immediately.

- ✓ Any uninstalled goods and materials not used to complete the installation must be reported immediately to GK Signs and either arrangements made to return or, if they are to remain with yourselves for future installations, that stock will be in your care and your responsibility and not that of GK Signs.

- ✓ Any installation must be completed once started. Should unforeseen circumstances arise where an installation cannot be completed as agreed, the Planning Team must be informed.

- ✓ You must ensure the quality of your work and that it is in line with the Proof. Photographic evidence of the installation must be provided along with additional comments as per the JobWatch App instructions.

- ✓ Any installation issues must be reported to GK Signs prior to leaving site. Any concerns or issues must be reported to GK Signs and not GK Signs customer.
- ✓ The site must be left clean and tidy, with all waste, including packaging, either removed or disposed of in allocated waste containers on site. As agreed with the customer.
- ✓ As you will be representing GK Signs, you are required to always be polite and courteous.
- ✓ All installations must be in line with the paperwork provided, that paperwork will include RAMS, Proof and Method Statement. Any additional work requested by anyone, including the customer, must be approved by GK Signs in the first instance.
- ✓ In the event additional work or materials are required and subsequently approved, additional costs must be presented to GK Signs, with a receipt, within 3 months and sent to accounts@gksign.co.uk.
- ✓ At all times keep customer information confidential. Details of work undertaken and customer names are not to be shared at any time with third parties.
- ✓ GK Signs JobWatch App must be used and clear information and photographs uploaded. Failure to do so may result in non-payment of your invoice.
- ✓ You must ensure that as a minimum you have insurance cover of Employers Liability £10m, Public Liability £10m and Contractors All Risk £5m.
- ✓ If for any unforeseen reason you are unable to attend site at the agreed time you must inform GK Signs immediately.
- ✓ No additional costs will be accepted by GK Signs unless by agreement, and if accepted, a new PO will be raised and sent which must be quoted if any additional costs are to be invoiced.
- ✓ Having arrived at site and adverse weather conditions prevent any installation for safety or otherwise, the Planning Team should be contacted in the first instance. If the installation is aborted and GK Signs are unable to find alternative work, then 50% of the installation fee will only be due as payable.

GK Signs Responsibility

- ✓ To provide clear and concise paperwork in terms of Proofs, RAMS, and Method Statements.
- ✓ GK Signs will provide replacement materials or goods if damaged by the sub-contractor, the cost of which will be borne by the sub-contractor.
- ✓ All invoices must clearly state a PO number and the job reference. All invoices must be submitted in a timely manner, any invoices submitted later than 3 months after completion of the installation, will not be accepted and paid. All invoices correctly presented will be paid end of month following receipt of invoice.
- ✓ GK Signs will conduct inspections from time to time to ensure the quality or work and agreed standards are met.

Disclaimer

As part of our on-going commitment to ensure our policies and procedures remain clear and up to date, these Terms and Conditions may be amended from time to time.

Acceptance of Terms

By signing below, I acknowledge that I have read, understood and agree to the Terms and Conditions stated above.

Signature: _____

Full Name: _____

Date: _____

Registered Office: 1 Oaktree Place, Matford Business Park, Exeter, Devon EX2 8WA
Registered in England and Wales:
Company Number 07596763 - VAT Number 113 8024 52 - EORI Number GB113802452000
Switchboard: 02081 385001 Email: Sales@gksigns.co.uk