**BWF *ToolKit+* Service**



Chain of Custody Consultancy Application Form

**I wish to purchase the BWF Chain of Custody consultancy package.**

The BWF has set up a consultancy package to help companies with 16 employees or more to achieve Chain of Custody certification. The package includes the training, procedural documentation and remote support required, plus 3 site visits, to get you through to the certification stage, including liaison with the Certification Body (CB).

Cost to BWF Members **£1895 +vat**

Cost to Non-BWF members **£1995 +vat**

|  |  |
| --- | --- |
| Company Name | |
| Address | |
| Postcode | |
| 1st Contact | Position |
| 2nd Contact | Position |
| Telephone | Fax |
| E-mail | |
| Factory Address (if different) | |

**Please fill in this information as best you can in order to assist our expert**

|  |
| --- |
| **Type of business** |
| **Products bought** *e.g. roundwood, sawn timber, sheet material* |
| **Products sold** *e.g. furniture, windows, mouldings* |
| **Description of processes** *A short description of the processes from the point at which material is bought, covering basic elements of processing, manufacture, labelling, storage and transport to point at which product is sold*  **Description of wood/fibre sourcing** *Where is wood sourced from? Are sources certified?* |
| **Suppliers FSC codes** |
| **Suppliers PEFC codes** |
| **Do you want PEFC certification?** *Yes or no* |
| **Estimated volume of timber bought in the passed 12 months (m3)** |
| **What Species?** |
| **What proportion between hardwood and softwood, other products?**  Is any species on Appx 1, 2, or 3 of CITES supplied; which species?  If yes, do you have a licence or export permit? |
| **Annual Turnover** |
| **No. of employees** *including full-time, part-time and seasonal staff* |
| You may decide to book additional consultancy support. This is at your discretion, but we recommend speaking to our consultant to work out whether you are likely to need additional support. Additional on-site assistance to provide extra support, extra training and pre-assessment audits is available at **£695 +vat** per full day.  I would like to book \_\_\_\_\_\_\_ additional days consultancy at £695 + VAT per day  *(please note that prices include reasonable UK expenses, further charges may apply, but you will be advised of any surcharge before any visit is booked and payment is taken)* |

In order for your company to be fully Chain of Custody certificated, you will need to be audited. The BWF has negotiated a fee of approximately **£1900** with Woodmark for the main assessment, second audit and certification. Regular auditing is required to maintain your certification at a cost of around £900 per year. A license fee of $50 to $3,500 USD (depends on turnover) FSC and £125-£1250 for PEFC will also apply if you wish to use FSC or PEFC logos. The certification and license fees are invoiced directly by Woodmark.

**I hereby agree to apply to the BWF for the assistance selected above. I agree to abide by the terms and conditions attached.**

|  |  |
| --- | --- |
| Signed: | Date: |
| Name: | Position: |

**The BWF must receive full payment of costs + VAT before we can authorise work to commence.**

**I would like to pay by the following method:**

**Cheque -** Make payable to the British Woodworking Federation and return to **BWF, The Building Centre, 26 Store St, London, WC1E 7BT** with this application form.

**BACS Payment**

A/C Name: British Woodworking Federation

Quote Reference: [*Company Name*] CONCOC

HSBC Bank plc Sort Code: 40-07-13 Account No. 41578022

**Credit/Debit Card** - Please call our Accounts Department on 0844 209 2617 and ask for Tracey or Jenny, who will take your details directly. For your own security, we advise that you never write down your card details or send them through the post or by fax.

**Please return application to the BWF by post – The Building Centre, 26 Store Street, London WC1E 7BT or by fax - 0844 209 2611**

**Terms & Conditions**

The attached prices are valid until01/06/2013. We reserve the right to alter them if the service is commissioned after that date.

Prices are quoted on the assumption that your company will provide the necessary information and do the background work as instructed by the British Woodworking Federation (BWF) or its consultants within a reasonable time. Failure to do this could result in additional consultants’ time and subsequent costs.

**Terms of Reference**

The quoted services will be managed by the BWF and conducted by companies contracted to the BWF. All work will be undertaken as defined and agreed jointly by the applying company and the BWF.

**Invoices**

Prices shown are in Pounds Sterling. Prices Shown are exclusive of VAT. VAT will be charged at the UK rate unless the client is also registered for VAT in his/her home country, when EU rules will apply. All services will be invoiced by the BWF and must be paid for in advance of the service commencing.

**Contractual Agreement**

In completing the application, the applying company agrees that:

Should it at any stage of the process decide to postpone, suspend or terminate the application, it will be invoiced to cover any work carried out to date which had not been previously invoiced, expenses incurred and cancellation costs of any booked services.

Any work undertaken on its behalf will be treated confidentially, except where information is available in the public domain. It authorise the BWF and its Service Providers to release any information necessary to the service providers to achieve the services quoted.

The work undertaken includes, but is limited to, the items selected on the application form.

Although every attempt will be made by the Service Suppliers to ensure your company has satisfied the requirements of Chain of Custody prior to the audit, no guarantee can be given as to the member’s successful accreditation by a third party, since other factors such as staff knowledge and satisfactory operation of the procedures, are taken into account by the assessors.

The BWF and its service providers will use its best endeavours to comply with any time or date specified for the completion of the project; any time or date specified is estimated and not guaranteed. Any delays in completion of the project shall not entitle the client to rescind the contract.

The Client agrees to give full assistance to the BWF and its service providers in terms of the provision of information and of accessibility to staff and premises, and when the service providers are working at the Client's premises will provide reasonable office accommodation, telephone and minor secretarial services without charge.

Neither the BWF or its service providers shall be liable for damage or loss of whatever nature arising from the work done by them whether due to negligence or any other cause whatsoever, neither shall it or any of its servants or agents be liable for damage or loss of whatever nature in respect of indemnity claims by other parties arising from any delay, defect or error in any work undertaken by it, its servants or agents save to the extent that any attempted exclusion of liability would be contrary to the law of the United Kingdom.

The law that applies to these terms and conditions is the law of England and Wales.