**BWF *ToolKit+* Service**



BS EN ISO 9001:2015 Application Form

**I wish to purchase the BWF IS0 9001 Starter Pack (Price £795 + VAT).**

The IS0 9001 Starter Pack comes complete with written guidance notes, a copy of ISO9001:2015 standard and a half day visit by a BWF approved ISO consultant to help get you started.

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

|  |
| --- |
| Scope of activities for which BS EN ISO 9001:2015 is sought: *(please attach a copy of the company’s organisation chart and any relevant product literature)* |
| No. of employees |
| Beyond the initial half day visit you may decide to book additional consultancy support This is at your discretion, but we recommend speaking to our consultant before the half day visit to work out whether you are likely to need additional support, please call BWF on 0844 209 2619.I would like to book an additional half day consultancy at £315 + VAT I would like to book \_\_\_\_\_\_\_ additional days’ consultancy at £450 + VAT*(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 BS EN ISO 9001 Accredited, you will need to be audited. These range from £1,500-£2,000 on average, depedent on the certification body. BWF can assist you with finding an appropriate certification body. Regular auditing is required to maintain your BS EN ISO 9001 certification.

If undertaken in conjunction with BWF CERTIFIRE fire door certification audit (where UKAS accreditation is required), reduced audit fees will apply.

I have also applied for BWF CERTIFIRE Membership Y / N

Would you like the BWF to recommend an BS EN ISO9001 certification provider? Y / N

**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*] ISO9

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 correct as of 23/02/17. We reserve the right to alter them if the service is commissioned after that date.

Prices are quoted on the assumption that the applicant 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 managers to release any information necessary to the service providers to achieve the services quoted.

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

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.