**BWF *ToolKit+* Service**



Window Energy Ratings Application Form

**I wish for the BWF to arrange a quote for me to get my Windows Energy Rated.**

For the BWF to help you get Window Energy Ratings your company needs to be a member of BWF and your window production process **must be covered by an accredited Quality Management System,** for which ISO 9001 is the ideal. You company must also supply the following information to our simulator:

* **CAD drawings of the window**
* **Detailed specification of the components with a purchase audit trail**
* **BS 6375 Part 1 test results on the particular design**

If you don’t have all of these requirements, the BWF can help you achieve them.

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

|  |
| --- |
| **Type of window Has this window been tested to BS 6375 Part 1?**  1st Window ………………………………….………………..........................................  2nd Window ……………………………….……………...............................................  3rd Window ……………………………………….……...............................................  4th Window ….…………………………………….………...........................................  5th Window ….……………………………………………............................................  6th Window ….……………………………………………............................................  Do you have CAD drawings for each of the windows mentioned above? |
| Before having window simulations carried out, you may decide to book some consultancy support. This can include having an experienced consultant visit your factory to assess you product prior to simulation.  I would like to book a half day consultancy at £315 + VAT  I would like to book \_\_\_\_\_\_\_ days consultancy at £475 + VAT/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)* |

**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 Street, London, WC1E 7BT** with this application form.

**BACS Payment**

A/C Name: British Woodworking Federation

Quote Reference: [*Company Name*] WER

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 Hemming or Jenny Taylor, 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 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 for 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 authorises 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 BWF, its service managers and service providers cannot be held responsible for the results of the services undertaken and cannot guarantee any specific results. Postponement or cancellation fees will be charged at the rate of the consultancy booked in addition to any further expenses such as travel tickets.

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.