

ORDER FORM

Invoice Address	
Client : _____	Attention : _____
Address1 : _____	Tel. : _____
Address2 : _____	Fax : _____
Address3 : _____	e-mail : _____
Address4 : _____	

Shipping Address (if different to Invoice Address)	
Client : _____	Attention : _____
Address1 : _____	Tel. : _____
Address2 : _____	Fax : _____
Address3 : _____	e-mail : _____
Address4 : _____	

To order : please indicate quantity required, sign in the 'Signature' space, enter your Name and Job Position and return this form to us with your payment.

Item Reference	Description	Unit Price £	Quantity	Total Price £
TPACK-25	Comprising : 1x TIMY Badge Reader (with 4x AA batteries); 1x USB Memory Key and TIMY-Soft Application; 25x unique ID-Badges; User Manuals.	£540.00		£
BA-TY25	Batch of 25x unique ID-Badges	£45.00		£
BA-TY100	Batch of 100x unique ID-Badges	£180.00		£
8510A	Wall mounted Badge Holder for 10x ID-Badges	£12.50		£
9100-1084	1x AC/DC Power Adapter (Battery Saver)	£15.00		£
RoI Dispatch	Packaging/Shipping for 1x TPACK-25 for Rep.of Ireland	£20.00		£
UK Dispatch	Packaging/Shipping for 1x TPACK-25 for UK.	Included		£0.00
Signature :		SubTotal		£
		VAT @ 17.5%		£
		Grand Total		£
Name in Capitals :		Date :		
Job Title in Capitals :				

Payment : By bank cheque with order in the name of T-DATA LTD, or direct deposit. Please contact us by e-mail if you wish to make a direct deposit - we will provide full bank details.

Shipment : Within the limits of available stock, for UK shipments 1-2 working days following the receipt of order and/or payment confirmation by Royal Mail, or optionally by DHL Courier Service, for the 'Next Business Day' delivery. Shipments to other territories may vary.

Validity of Quotation : 30 days. See attached Terms & Conditions.

General Conditions of Sales

1. Compatibility with Microsoft Windows Operating Systems & Microsoft Excel

Users with Vista and Windows 7 platforms require Excel 2007 in order to be fully compatible with the TIMY-Soft application program. Users with Windows XP require Excel 2000 to Excel 2007. Windows 98 users must use Excel 97. Ask for a fax or e-mail copy of the compatibility document; it can also be found at http://www.t-data.co.uk/docs/TIMYSOFT_Compatibility.pdf.

2. General

All goods are supplied on a 30 day 'No Quibble' return policy. If you are not completely satisfied with our goods during the first 30 days just return them to us for a refund of your costs, less our initial shipping charge. Please read the 'Returns' section carefully.

3. Our Service Promise

We want you to come back and purchase from us again, but what happens if a product develops a fault? In the unlikely event of a problem, we promise that we will give you as much care and attention as we do when selling you our products.

4. Customer Helpline

We operate a Telephone HelpLine and would be pleased to assist. Call us on (+44) 0118.979.5070 (8.30 am - 6.00 pm, Monday to Friday, 8.30 am – 2.30 pm Saturday) or e-mail at support@t-data.co.uk.

5. Verification of Goods

It is your responsibility to verify the quantity and condition of goods upon receipt and, in case of on-arrival damage or missing items, to notify and file claim with the carrier. You must also inform T-Data of any damages or shortages by phone or e-mail within 48 hours of delivery.

6. Delivery

T-Data makes every effort to ensure deliveries in the UK within 2-3 working days and in the Republic of Ireland within 3-4 working days, subject to stock availability. After your order is shipped we will advise you by e-mail and include a shipping reference, if available. We endeavour to be accurate with delivery dates, however any dates we may specify are approximate and we shall not be liable for any losses, costs, damages, charges, or expenses you might incur as a result of a delay in receiving your goods or subsequent delays that may result from delivery problems.

7. Packaging and Shipment

Our packaging is specifically designed to protect the product during shipment and the standard shipment is 'Next Business Day' delivery by Royal Mail or DHL Courier Service.

8. Returns

Any returned goods must be shipped in the original packaging, and in original condition, including all standard blank ID-Badges. Badge Personalisation Kits, once opened, cannot be returned. It is the customer's responsibility to ensure that the goods are correctly and adequately packaged if any return shipment is made. Any damage caused as a result of incorrect or inadequate packing may incur a repair charge. Return shipment costs shall be borne by the customer.

9. Payment

Payment is due in full prior to shipment of ordered goods. In exceptional cases where T-Data approves credit, invoices are due within 15 days of issue. Where shipment is made against a Purchase Order number, invoices are due within 30 days.

10. User Manuals

If you experience problems with your purchase please ensure that you read the user manual before contacting us. In many cases the manual contents can solve what seems to be a fault. Some customers fail to fully utilise the user manuals which have been written to be easily understood.

11. Warranty

All supplied goods, except batteries & customer created badges, are covered by a 12 months 'return to base' parts and labour warranty. If a fault develops within 12 months of the date of purchase please contact us by email or by telephone and we will arrange for you to return the goods. This warranty does not apply if the product has been damaged by accident, or through misuse or abuse. If the product has been opened, or in anyway altered or modified without prior written approval by T-Data Limited, the warranty shall become null and void. You must contact us before returning any goods. We will either repair or exchange them, at our option. Return to base shipment costs shall be borne by the customer. Proof of purchase is required for any warranty claims.

12. Restrictions

We ensure that the information shown on our internet site is accurate, however we cannot be held responsible for typographical errors on the internet site, including but not limited to those regarding price. We have a policy of continuous improvement and we reserve the right to change the specification of our products without notice. All products and services are subject to availability and may be withdrawn from sale at any time. All goods remain the property of T-Data Limited until full payment is received.

13. Notes on data protection and use of personal data

Your order and address details will be stored and used for order processing and promotional purposes only. We may choose to request information about our customers from a commercial credit reference agency for credit checks prior to delivery. You may opt out of the use of your personal or company information for T-Data promotional purposes at any time. Send a brief note in writing or by e-mail to T-Data Ltd, 150 Barkham Road, Wokingham RG41 2RP, Berkshire, e-mail info@t-data.co.uk. You can also fax us at (+44) 0709.231.2381. We will acknowledge your opt-out request. We do not sell or otherwise transfer any data to external marketing services or companies.

14. Applicable Law

The current General Conditions of Sales are governed by English Law. The English courts have exclusive jurisdiction.

These terms and conditions do not affect your statutory rights.

T-Data Limited is registered in England and Wales, Registration No. 05488065
Registered Address: Hawthorns, Odiham Road, Riseley, Reading, Berkshire, RG7 1SD, U.K.

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