

## ORDER FORM

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

<b>Shipping Address (if different to Invoice Address)</b>	
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 £
<b>TPACK-25</b>	<b>Comprising :</b> 1x TIMY Badge Reader (with 4x AA batteries); 1x USB Memory Key and TIMY-Soft Application; 25x unique ID-Badges; User Manuals.	<b>£540.00</b>		<b>£</b>
<b>BA-TY25</b>	Batch of 25x unique ID-Badges	<b>£45.00</b>		<b>£</b>
<b>BA-TY100</b>	Batch of 100x unique ID-Badges	<b>£170.00</b>		<b>£</b>
<b>8510A</b>	Wall mounted Badge Holder for 10x ID-Badges	<b>£12.50</b>		<b>£</b>
<b>9100-1084</b>	1x AC/DC Power Adapter (Battery Saver)	<b>£15.00</b>		<b>£</b>
<b>RoI Dispatch</b>	Packaging/Shipping for 1x TPACK-25 for Rep.of Ireland	<b>£20.00</b>		<b>£</b>
<b>UK Dispatch</b>	Packaging/Shipping for 1x TPACK-25 for UK.	<b>Included</b>		<b>£0.00</b>
<b>Signature :</b> _____		SubTotal		<b>£</b>
		VAT @ 17.5%		<b>£</b>
		<b>Grand Total</b>		<b>£</b>
<b>Name in Capitals :</b> _____		<b>Date :</b> _____		
<b>Job Title in Capitals :</b> _____				

**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 :** Depending upon availability, 2-7 working days following the receipt of order and/or clearance of payment, by Royal Mail 'Special Delivery' or optionally by DHL Courier Service for the 'Next Business Day' delivery (within the UK).

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

## Terms & Conditions of Sale

### Compatibility with Microsoft Windows Operating Systems & Microsoft Excel

Users with Vista 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.

### General

We pride ourselves on providing a first class service at competitive prices. 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 the initial shipping charge. Please read the 'Returns' section carefully.

### 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.

### Customer Helpline

We operate a Telephone Help Line 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 – 3.00 pm Saturday, UK Time) or e-mail at support@t-data.co.uk.

### Damage or shortages

If goods arrive in a damaged condition, or if there is a shortage in delivery, you must note this on the carrier's delivery schedule if possible. It is your responsibility to inform us of any damages or shortages by phone or e-mail within 24 hours of delivery.

### Delivery

We aim to despatch all orders that are placed before 2.00 pm on the same day, subject to stock availability. After your order is shipped we will advise you by e-mail and include a 'Tracking Number' if applicable. We will endeavour to be as accurate as possible with quoted delivery dates, however any delivery 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.

### Packaging, Insurance and Shipment

Our packaging is specifically designed for our product in order to protect it during shipment. Our standard shipment is 'Special Delivery', and includes damage/loss insurance at no extra charge. In the event of shipment damage or loss you will not suffer financially.

### Returns

Any returned goods must be shipped in the original packaging, and in original condition, including all standard ID-Badges. It is your 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.

### User Manuals

If you experience problems with your purchase please ensure that you read the user manual before contacting us. In many cases reading the manual 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.

### Warranty

All supplied goods, except batteries & customer created badges from personalisation kits, 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 Ltd, 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.

### 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 Ltd until full payment is received and cleared through the banks.

### 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 to T-Data Ltd, 15 Barkham Road, Wokingham RG41 2RP, Berkshire, UK or by e-mail to 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 our data to any external marketing services or companies.