

Webtree IT – General Terms and Conditions

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Webtree IT Terms and Conditions v.2.4 Webtree IT call us on 0191 5805085 Webtree Authoring Ltd trading as Webtree IT

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1. Interpretation

These definitions and rules of interpretation in this condition apply in these terms and conditions. Definitions:

1.1

Client: the person, firm or company who purchases Services from the Supplier.

Client's Contract Manager: the Client's manager for the Contract, appointed in accordance with condition 7.1(a).

- Client Cause: any of the following carried out by the Client, its employees. suppliers or sub-contractors:
- improper use, misuse or unauthorised alteration (whether (a) intentional or unintentional) of; or
- (b) carrying out, without consultation or warning, procedures, modifications or activities that affect; or
- (c) use in a manner inconsistent with the then-current documentation of; or

(d) use of a non-current version or release of relevant software with,

any hardware, software or system of work.

Contract: the contract established by condition 3.

Data Protection Legislation: protection and privacy legislation in force from time to time in the UK including the UK GDPR; the Data Protection Act 2018 (DPA 2018) and regulations made thereunder.

Deliverables: all products and materials supplied by the Supplier in accordance with the Contract including hardware, software, data, diagrams, reports and specifications.

Intellectual Property Rights: patents, rights to inventions, copyright and related rights, trade marks, trade names, domain names, rights in get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database rights, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered, and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.

Personal data, controller, processor, data subject and processing have the meanings respectively set out in the GDPR.

Services: the services to be provided by the Supplier under the Contract.

SoW: the Statement of Work or other document describing the provision of the Services and Deliverables by the Supplier in accordance with the Contract.

Supplier: Webtree Authoring Limited, trading as Webtree IT.

Supplier's Contract Manager: the Supplier's manager for the Contract, identified in the SoW and appointed in accordance with condition 5.4. UK GDPR: has the meaning given to it in section 3(10) (as supplemented by section 205(4)) of the Data Protection Act 2018.

VAT: value added tax chargeable under English law for the time being and any similar additional tax.

- Paragraph headings shall not affect the interpretation of this Contract.
- 1.3 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- A reference to a company shall include any company, corporation or 1.4 other body corporate, wherever and however incorporated or established.
- Unless the context otherwise requires, words in the singular shall include 1.5 the plural and, in the plural, shall include the singular and a reference to one gender shall include a reference to the other genders.
- A reference to a statute or statutory provision is a reference to it as 1.6 amended, extended or re-enacted from time to time.

1.7 A reference to writing or written includes email.

Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2. Application of conditions 2.1

These conditions shall:

1.2

1.8

(a)

(b)

- apply to and be incorporated in the Contract: and
 - prevail over any inconsistent terms or conditions contained in, or referred to in, the Client's purchase order, confirmation of order, or specification, or implied by law, trade custom, practice or course of dealing.

- No addition to, variation of, exclusion or attempted exclusion of any term 2.2 of the Contract shall be binding on the Supplier unless in writing and signed by a duly authorised representative of the Supplier.
- 2.3 In the event of conflict between these conditions and the SoW, the SoW shall prevail.

з. Effect of SoW

- Any SoW is valid for a period of 30 days only, and the Supplier may 3.1 withdraw it at any time by notice to the Client.
- The Supplier's SoW constitutes an offer by the Supplier to provide the 3.2 Services and the Deliverables specified, subject to these conditions. Accordingly, the signature by the Client, or the Supplier's commencement or execution of work pursuant to the SoW at the request of the Client, shall establish a contract for the supply and purchase of those Services on these conditions and shall be deemed to confirm that all internal processes (including the raising of a Purchase Order, if required) have been completed.
- 3.3 The Client's standard terms and conditions (if any) attached to, enclosed with, or referred to, in any communication or the SoW shall not govern the Contract.

4. **Commencement and Duration**

- The Contract shall commence on the Contract Start Date. 4.1
- 4.2 If an Initial Term is provided in the SoW:
 - (a) then it shall continue for the Initial Term starting from the SoW Commencement Date, unless terminated earlier in accordance with clause 14:
 - the Contract shall automatically extend for 12 months ("Extended (b) Term") at the end of the Initial Term and at the end of each Extended Term: and
 - (c) either party to this Agreement may give written notice to the other party, not later than 3 months before the end of the Initial Term or the relevant Extended Term, to terminate the Agreement at the end of the Initial Term or the relevant Extended Term, as the case may be.
- 4.3 If no Initial Term is provided in the SoW, either party to this Agreement may give 3 months written notice to the other party to terminate the Contract.

5. Supplier's obligations

- 5.1 The Supplier shall supply the Services and Deliverables in accordance with the terms of the Contract.
- 5.2 In supplying the Services, the Supplier shall:
 - perform the Services with the level of care, skill and diligence in (a) accordance with good practice in the Supplier's industry;
 - co-operate with the Client in all matters relating to the Services, and (b) comply with all reasonable instructions of the Client;
 - (c) use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that it fulfils its obligations under the Contract:
 - (d) ensure that it obtains, and maintains all consents, licences and permissions (statutory, regulatory, contractual or otherwise) it may require, and which are necessary to enable it to comply with its obligations under the Contract;
 - ensure that the Services and Deliverables will conform in all material (e) respects with all descriptions and specifications set out in the SoW and that the Deliverables shall be fit for any purpose expressly made known to the Supplier by the Client:
 - (f) carry out any appropriate testing and quality assurance in respect of any Deliverable prior to its delivery to the Client;
 - provide all equipment, tools, vehicles and other items required to (g) provide the Services;
 - (h) ensure that the Deliverables, and all goods, materials, standards and techniques used in providing the Services are free from defects in workmanship, installation and design;
 - (i) comply with all applicable laws, statutes and regulations; and
 - (j) observe all health and safety rules and regulations and any other reasonable security requirements that apply at any of the Client's premises.
- The Supplier shall use reasonable endeavours to meet the performance 5.3 dates specified in the SoW, but any such dates shall be estimates only and time shall not be of the essence of the Contract.
- 5.4 The Supplier shall appoint the Supplier's Contract Manager who shall have authority to contractually bind the Supplier on all matters relating to



the Contract. The Supplier shall use reasonable endeavours to ensure that the same person acts as the Supplier's Contract Manager throughout the Contract but may replace him or her from time to time where reasonably necessary in the interests of the Supplier's business.

6. **Recommendations and fitness for purpose:**

- 6.1 The Supplier may recommend that the Client purchase goods or services provided by third parties from time to time and recommendations may be made in situations where the Client has made known to the Supplier the purpose for which the goods or services will be used, or some function sought to be fulfilled.
- 6.2 The Client acknowledges that the Supplier has no control over many of the factors involved with the suitability, function or fitness for purpose of goods in an existing or new computer environment or services supplied by others and that for a whole number of reasons outside of the Supplier's control, the goods or services may fail to meet the Client's expectations or may not turn out to be fit for all or any of the purposes sought
- Accordingly, the Client will accept the sole responsibility for, and 6.3 indemnify and hold the Supplier harmless in respect of decisions as to whether or not to follow the Supplier's recommendations. 7.

Client's obligations

- 7.1 The Client shall:
 - (a) co-operate with the Supplier in all matters relating to the Contract and appoint the Client's Contract Manager, who shall have the authority to contractually bind the Client on matters relating to the Contract;
 - (b) provide in a timely manner such access to the Client's premises and data, and such office accommodation and other facilities, as is requested by the Supplier;
 - (c) provide in a timely manner such information as the Supplier may request, and ensure that such information is accurate in all material respects; and
 - be responsible (at its own cost) for preparing the relevant premises (d) for the supply of the Services.
- 7.2 If the Supplier's performance of its obligations under the Contract is prevented or delayed by any act or omission of the Client or the Client's agents, subcontractors or employees, or the Supplier has to carry out work or incur costs as a result of a Client Cause, the Client shall be liable to pay to the Supplier on demand all reasonable costs, charges or losses sustained or incurred by it, subject to the Supplier confirming such costs, charges and losses to the Client in writing. Such losses shall include, without limitation, any direct, indirect or consequential losses, loss of profit and loss of reputation, loss or damage to property, injury to or death of any person and loss of opportunity to deploy resources elsewhere.
- 73 The Client shall not, without the prior written consent of the Supplier, at any time from the date of the Contract to the expiry of six months after the completion of the Services, solicit or entice away from the Supplier or employ or attempt to employ any person who is, or has been, engaged as an employee or subcontractor of the Supplier. The Client shall not be in breach of this condition 7.3 if it hires an employee or subcontractor of the Supplier as a result of a recruitment campaign not specifically targeted to any employees or subcontractors of the Supplier.
- 7.4 Any consent given by the Supplier in accordance with condition 7.3 shall be subject to the Client paying to the Supplier on demand a sum equivalent to 30% of the then current annual remuneration of the Supplier's employee or subcontractor or, if higher, 30% of the annual remuneration to be paid by the Client to such employee or subcontractor, such sum being a reasonable estimation of the cost of recruitment and training of such an individual.
- The Client will rely on the warranties provided by the manufacturer of 7.5 Deliverables supplied by the Supplier (where applicable) and will deal directly with such manufacturer rather than the Supplier for all claims covered by such warranties.

Change control 8.

8.1 The Client's Contract Manager and the Supplier's Contract Manager shall meet by video or in person at the intervals as set out in the SoW (if any) or on 3 working days' notice, to discuss matters relating to the Contract. If either party wishes to change the scope of the Services or the Deliverables, it shall submit details of the requested change to the other in writing.

- 8.2 If either party requests a change to the scope or execution of the Services or the Deliverables, the Supplier shall, within a reasonable time, provide a written estimate to the Client of:
 - the likely time required to implement the change; (a)
 - (b) any variations to the Supplier's charges arising from the change;
 - (c) the likely effect of the change on the SoW; and
 - any other impact of the change on the terms of the Contract. (d)
- 8.3 If the Supplier requests a change to the scope of the Services, the Client shall not unreasonably withhold or delay consent to it.
- 8.4 If the Client wishes the Supplier to proceed with the change, the Supplier has no obligation to do so unless and until the parties have agreed in writing on the necessary variations to its charges, the SoW and any other relevant terms of the Contract to take account of the change.

9. Charges and payment

- 9.1 Condition 9.2 shall apply if the Services are to be provided on a time-andmaterials basis. Condition 9.3 and condition 9.4 shall apply if the Services are to be provided for a fixed price. The remainder of this condition 9 shall apply in either case.
- Where the Services are provided on a time-and-materials basis: 9.2
 - (a) the charges payable for the Services shall be calculated in accordance with the Supplier's standard daily fee rates as set out in the SoW and as amended from time to time:
 - (b) the Supplier shall ensure that all members of the team complete time sheets recording time spent on the Contract, and the Supplier shall use such time sheets to calculate the charges covered by each monthly invoice referred to in condition 9.2(c); and
 - (c) the Supplier shall invoice the Client monthly in arrears for its charges for time, expenses and materials (together with VAT where appropriate) for the month concerned, calculated as provided in this condition 9. Any expenses, materials and third party services shall be invoiced by the Supplier at cost. Each invoice shall set out the time spent by each member of the Contract team and provide a detailed breakdown of any expenses and materials, and the relevant receipts shall be provided on request.
- 9.3 Where the Services are provided for a fixed price, the total price for the Services shall be the amount set out in the SoW. The total price shall be paid to the Supplier in instalments as set out in the SoW on its achieving the corresponding Contract Milestone. On achieving a Contract Milestone, the Supplier shall invoice the Client for the charges that are then payable, together with expenses and the costs of materials (and VAT, where appropriate), calculated as provided in condition 9.4.
- 9.4 Any fixed price contained in the SoW excludes:
 - the cost of hotel, subsistence, travelling and any other ancillary (a) expenses reasonably incurred by the Contract team in connection with the Services, and the cost of any materials or services reasonably and properly provided by third parties required by the Supplier for the supply of the Services. Such expenses, materials and third party services shall be invoiced by the Supplier at cost; and
 - (b) VAT, which the Supplier shall add to its invoices at the appropriate rate.
- 9.5 The Client shall pay each invoice submitted to it by the Supplier in full, and in cleared funds, within 30 days of receipt.
- 9.6 The Supplier reserves the right to vary any price and/or its rate schedule from time to time and may increase its charges at its sole discretion save that a fixed fee shall not be increased during an initial term.
- Where there is any increase in the Supplier's costs of supplying the 9.7 Services, it may vary the charges accordingly and will give 30 days' notice of such variation.
- 9.8 Without prejudice to any other right or remedy that the Supplier may have, if the Client fails to pay the Supplier on the due date the Supplier may:
 - (a) charge interest in accordance with the Late Payment of Commercial Debts (Interest) Act 1998; and
 - suspend all Services and provision of Deliverables until payment has (b) been made in full.
- 9.9 Time for payment shall be of the essence of the Contract.
- All payments payable to the Supplier under the Contract shall become 9.10 due immediately on termination of the Contract, despite any other provision. This condition is without prejudice to any right to claim for interest under the law, or any such right under the Contract.



9.11 All amounts due under this Contract shall be paid by the Client to the Supplier in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law). The Supplier may, without prejudice to any other rights it may have, set off any liability of the Client to the Supplier against any liability of the Supplier to the Client.

10. Intellectual Property Rights

- 10.1 All Intellectual Property Rights and all other rights in the Deliverables shall be owned by the Supplier. The Supplier licenses all such rights to the Client free of charge and on a non-exclusive, non-transferable and worldwide basis to such extent as is necessary to enable the Client to make reasonable use of the Deliverables and the Services as is envisaged by the parties. If the Supplier terminates the Contract under condition 14.1, this licence will automatically terminate.
- 10.2 The Client acknowledges that the Client's use of rights in third party software is conditional on the Supplier obtaining a written end-user licence (or sub-licence) of such rights from the relevant licensor or licensors on such terms as will entitle the Supplier to license such rights to the Client.
- 10.3 Where the 3rd Party licence is being provided by the Supplier as part of the Services, the terms of that 3rd party licence are incorporated in the Contract.

11. Confidentiality

- 11.1 Each party may be given access to Confidential Information from the other party in order to perform its obligations under this Contract. A party's Confidential Information shall not be deemed to include information that:
 - is or becomes publicly known other than through any act or omission of the receiving party;
 - (b) was in the other party's lawful possession before the disclosure;
 - (c) is lawfully disclosed to the receiving party by a third party without restriction on disclosure; or
 - (d) is independently developed by the receiving party, which independent development can be shown by written evidence.
- 11.2 Subject to condition 11.4, each party shall hold the other's Confidential Information in confidence and not make the other's Confidential Information available to any third party or use the other's Confidential Information for any purpose other than the implementation of this Contract.
- 11.3 Each party shall take all reasonable steps to ensure that the other's Confidential Information to which it has access is not disclosed or distributed by its employees or agents in violation of the terms of this Contract.
- 11.4 A party may disclose Confidential Information to the extent such Confidential Information is required to be disclosed by law, by any governmental or other regulatory authority or by a court or other authority of competent jurisdiction. To the extent it is legally permitted to do so, the disclosing party shall give the other party as much notice of such disclosure as possible. Where notice of disclosure is not prohibited and is given in accordance with this condition 11.4, the disclosing party shall take into account the reasonable requests of the other party in relation to the content of such disclosure.
- 11.5 The above provision of this condition 11 shall survive termination of the Contract, however arising.

12. Data Protection

- 12.1 Both parties will comply with all requirements of the Data Protection Legislation which are applicable to their respective roles in connection with this Contract and/or each SoW.
- 12.2 The Client will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of any relevant Personal Data to the Supplier for the duration and purposes of the Contract.
- 12.3 The parties acknowledge that the Client is the controller, and the Supplier is the processor (as defined by the Data Protection Legislation). Each party shall complete a register as required by the Data Protection Legislation.

12.4 The Supplier shall:

(a)

(b)

- act only on the Client written instructions;
- have in place appropriate technical and organisational security measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to,

personal data. Such measures shall be appropriate to the harm that might result from the unauthorised or unlawful processing;

- (c) ensure any staff who have access to the personal data are obliged to keep it confidential;
- assist the Client to respond to an individual's request to enforce their rights of subject access, rectification, erasure and any other rights conferred by the Data Protection Legislation;
- (e) assist the Client (if requested) with respect to security, breach notifications, impact assessments and any investigations by a supervisory authority;
- (f) notify the Client without undue delay in the event of a data security breach and assist the Client with any investigations;
- (g) maintain and keep up to date the data processing register referred to above;
- (h) delete or return all personal data to the Client as requested at the end of the Contract (unless already deleted in line with the Client retention policy); and
- (i) submit to audits and inspections and provide the Client with whatever information the Client needs to ensure that the Supplier is complying with its obligations under the Data Protection Legislation and inform the Client immediately if the Supplier is asked to do something infringing the Data Protection Legislation or other law of the UK.
- 12.5 The Supplier shall not appoint a third-party sub-processor without giving the Client prior written notice. The Supplier shall ensure that any third-party processor will enter into an agreement with the same or substantially similar terms in relation to the Data Protection Legislation.
- 12.6 If this agreement will involve or require a transfer of any personal data from one country to a country outside the country of origin and if required by applicable law, the Supplier will enter into a data transfer agreement that is consistent with the requirements of applicable law.
- 12.7 The Client consents to the use of its details for the purposes of Webtree IT carrying out credit checks.

13. Limitation of liability

- 13.1 The following provisions set out the entire financial liability of the Supplier (including any liability for the acts or omissions of its employees, agents and subcontractors) to the Client in respect of:
 - (a) any breach of the Contract however arising;
 - (b) any use made by the Client of the Services, the Deliverables or any part of them; and
 - (c) any representation, misrepresentation (whether innocent or negligent), statement or tortious act or omission (including negligence) arising under or in connection with the Contract.
- 13.2 All warranties, conditions and other terms implied by statute or common law are, to the greatest extent permitted by law, excluded from the Contract.
- 13.3 Nothing in these conditions excludes the liability of the Supplier:
 - (a) for death or personal injury caused by the Supplier's negligence; or
- (b) for fraud or fraudulent misrepresentation.
- 13.4Subject to condition 13.2and condition 13.3:
 - (a) the Supplier shall not in any circumstances be liable, whether in tort (including for negligence or breach of statutory duty however arising), contract, misrepresentation (whether innocent or negligent) or otherwise for loss of profits, loss of business, depletion of goodwill or similar losses, loss of anticipated savings, loss or corruption of data or information, any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses.
 - (b) the Supplier's total liability in contract, tort (including negligence or breach of statutory duty however arising), misrepresentation (whether innocent or negligent), restitution or otherwise, arising in connection with the performance or contemplated performance of the Contract shall be limited to the higher of £50,000 or the total price paid for the Services and Deliverables.

14. Termination

- 14.1 Without prejudice to any other rights or remedies to which the parties may be entitled, either party may terminate the Contract without liability to the other if:
 - the other party fails to pay any amount due under this Contract on the due date for payment and remains in default not less than 7 days after being notified in writing to make such payment;



- (b) the other party commits a material breach of any other term of this Contract which breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 14 days after being notified in writing to do so;
- (c) the other party repeatedly breaches any of the terms of this Contract in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this Contract;
- (d) the other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986.
- 14.2 Any provision of this Contract that expressly or by implication is intended to come into or continue in force on or after termination or expiry of this Contract shall remain in full force and effect.
- 14.3 Termination of this Contract shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination.

15. Force majeure

- 15.1 The Supplier shall not in any circumstances have any liability to the Client under the Contract if it is prevented from, or delayed in, performing its obligations under the Contract or from carrying on its business by acts, events, omissions or accidents beyond its reasonable control, including, without limitation:
 - strikes, lock-outs or other industrial disputes (whether involving the workforce of the Supplier or any other party);
 - (b) failure of a utility service or transport network;
 - (c) act of God, war, riot or civil commotion;
 - (d) epidemic or pandemic;
 - (e) malicious damage;
 - (f) compliance with any law or governmental order, rule, regulation or direction; and
 - (g) accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.

16. Waiver

16.1 No failure or delay by a party to exercise any right or remedy provided under this Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.

17. Rights and remedies

17.1 Except as expressly provided in this Contract, the rights and remedies provided under this Contract are in addition to, and not exclusive of, any rights or remedies provided by law.

18. Dispute Resolution Procedure

- 18.1 If a dispute arises out of or in connection with this Contract the performance, validity or enforceability of it (Dispute), then, except as expressly provided in this Contract, the parties shall follow the procedure set out in this clause:
 - either party shall give to the other written notice of the Dispute, setting out its nature and full particulars (Dispute Notice), together with relevant supporting documents. On service of the Dispute Notice, the respective Managers shall attempt in good faith to resolve the Dispute;
 - (b) if the Managers are for any reason unable to resolve the Dispute within 30 days of service of the Dispute Notice, the Dispute shall be referred to the respective managing directors (or their equivalents) who shall attempt in good faith to resolve it.
- 18.2 Nothing in this clause 18 shall prevent either party from commencing or continuing court proceedings in relation to the Dispute, in particular where a party wishes to seek injunctive or other equitable relief.

19. Severance

- 19.1 If any provision or part-provision of this Contract is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this Contract.
- 19.2 If any provision or part-provision of this Contract is deemed deleted under condition 19.1, the parties shall negotiate in good faith to amend such provision so that, to the greatest extent possible, the amended

provision achieves the intended commercial result of the original provision.

20. Entire agreement

- 20.1 This Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
- 20.2 Each party acknowledges that, in entering into this Contract, it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Contract.
- 20.3 Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this Contract.

21. Assignment

- 21.1 The Client shall not, without the prior written consent of the Supplier, assign, transfer, charge, subcontract, delegate, declare a trust over or deal in any other manner with all or any of its rights or obligations under the Contract save that, in the case of a transfer of the whole of the Client's business, such consent will not be unreasonably withheld or delayed.
- 21.2 The Supplier may at any time assign, transfer, charge, subcontract, delegate, declare a trust over or deal in any other manner with all or any of its rights or obligations under the Contract.

22. No partnership or agency

22.1 Nothing in the Contract is intended to or shall operate to create a partnership between the parties, or to authorise either party to act as agent for the other, and neither party shall have authority to act in the name or on behalf of or otherwise to bind the other in any way (including the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

23. Third party rights

23.1 This Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Contract.

24. Notices

- 24.1 Any notice or other communication given to a party under or in connection with this contract shall be in writing and shall be:
 - sent by email to the respective Manager at the address given in the SoW or as may be notified by a party in accordance with this clause 24; or
 - (b) delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office.
- 24.2 Any notice or communication shall be deemed to have been received:
 - (a) if sent by email, at the time of transmission;
 (b) if delivered by hand, on signature of a delivery receipt or at the time
 - (c) If derivered by hand, on signature of a derivery receipt of at the time the notice is left at the proper address; and
 (c) if sent by pre-paid first-class post or other next working day delivery
 - service, at 9.00 am on the second Business Day after posting.
- 24.3 This condition does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

25. Governing law

25.1 The Contract and any disputes or claims arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) are governed by and construed in accordance with the law of England and Wales.

26. Jurisdiction

26.1 Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Contract or its subject matter or formation (including non-contractual disputes or claims).