

GENERAL TERMS OF SERVICE AGREEMENT

The following Terms of Service of Jan de Vries Projecten (Jan de Vries),
is effective 1 Januari 2017



1. SERVICES PROVIDED

Jan de Vries is prepared to provide professional services to Clients, based upon a signed proposition.

2. CALCULATION OF FEES AND OTHER CHARGES

- a. Fixed prices for professional services are pre calculated on the time spent by Jan de Vries associates and staff attending to said services.
- b. Fees for additional professional services are calculated on the time spent by Jan de Vries associates and staff attending to said services, multiplied by the relevant hourly rate. Time is costed by reference to 30 minute units. The hourly rate is applied to all work done on Client's behalf, including making telephone calls, writing letters, researching the laws, negotiating with partners, and preparing documents. The average hourly rate (if applicable in the agreement) for Jan de Vries professional service is stated in the proposition.
- c. Before any bill is sent to Client, the Jan de Vries Project Manager, responsible for the matter, will review it to ensure that fees and other charges are appropriate.

3. BILLING ARRANGEMENTS

- a. Billing occurs according to the payment conditions described in the proposal with the description of work performed and good delivered.
- b. Bills are payable within 10 days of the date of invoice.

4. NON-PAYMENT

If Client does not pay a bill sent by Jan de Vries or complies with a request for payment in advance within 30 days after the invoice is sent or the request is made, Jan de Vries may immediately stop acting for Client.



Invoices expenses (including legal actions) in order to retrieve due payment has to paid by Client.

5. REQUEST FOR FEE DETAILS & REMAINING WORK ESTIMATE

Jan de Vries will provide upon request the itemized details of the work, fees and costs incurred so far and an estimate of the work, fees and costs payable to complete the matter.

6. TERMINATION BY CLIENT

Client may terminate agreements by giving Jan de Vries a written notice at any time and will be liable for all work fees incurred up to that time. If Client does not provide such a notice, it will be obliged to pay all fees for work done and for other charges incurred.

7. TERMINATION BY JAN DE VRIES

Jan de Vries may terminate this agreement and stop acting for Client if:

- i. Client does not comply with this Agreement;
- ii. Jan de Vries forms the opinion, on reasonable grounds, that mutual confidence and trust do not exist between both parties; or
- iii. Jan de Vries believes on reasonable grounds that, by continuing to act for Client, it may breach the professional conduct rules which are binding upon professionals in the industry.

8. OWNERSHIP OF RESULTS

As to ownership of the results, and potential intellectual property rights (IP) thereto, every proposition includes an agreement section about that matter attached to the proposition.

9. LIABILITIES

Jan de Vries is performing services according to high standards. As a rule Jan de Vries is not responsible for work done by the client and others that Jan de Vries was reasonably not able to control.

Jan de Vries Projecten

Buitensingel 90
9883 SK Oldehove

Dutch chamber of commerce