

## FIS Advisory Service - General Information

FIS offers an Advisory Service on problem installations, covering all matters relating to suspended ceilings, partitioning, drylining, plastering and access floors. This covers materials, ancillary equipment, systems, their application and installation.

FIS has a panel of competent persons, experienced in the interiors industry, who can be called upon. Arrangements in connections with the FIS Advisory Service are:

- In the event of the request arising from a dispute, it would be necessary for you to inform all the parties concerned that you are engaging FIS to examine and report on the installation and that the report will be submitted to you.
- The FIS written report will be simply a technical option and will in no way purport to be a judgement or adjudication between the parties.
- FIS does not hold itself responsible for the use to which the parties concerned put the technical report or expert opinion, and only participates on this clear understanding.

### Advisory Service fee scale:

<b>Administration Fee</b>	FIS members: <b>FOC</b>	Non members:	<b>£180.00</b>
<b>Consultant's Rate:</b> (inc site visits and report writing)	<p>Monday - Friday  <b>Hours from 0700 – 1900 Standard Rate (currently £80 per hour for FIS members, £160 per hour for non-members)</b>  <b>Hours from 1900 – 0700 Standard Rate plus 50%</b></p> <p>Weekend work (classed as Friday 1900 – Monday 0700)  <b>Hours from 0700 – 1900 Standard Rate plus 30%</b>  <b>Hours from 1900 – 0700 Standard Rate plus 80%</b></p> <p>Bank/Public Holidays (must be a holiday in the location where the site to be inspected is based)  <b>Hours from 0700 – 1900 Standard Rate plus 30%</b>  <b>Hours from 1900 – 0700 Standard Rate plus 80%</b></p>		
<b>Travelling Time:</b>	£60 per hour		
<b>Additional Services:</b>	As agreed		
<b>Expenses:</b>	At cost		
<b>VAT:</b>	As applicable rate (currently 20%)		

### Payment

- An 'on account' payment of **£840 (£700 + VAT)** is required with the instructions to proceed from non-members, before an FIS consultant can be appointed. This payment will be deducted from the final invoice for the work. This amount is equivalent to the administration fee, and a minimum four hours' consultancy and VAT.
- Once the report is complete and costs calculated an invoice for works carried out to date will be issued. The report will not be released until this invoice is paid. This applies to both members and non-members.
- Invoices are payable 14 days from the date of the invoice. If payment is not made within the 14-day period it will be subject to interest at base rate + 8%, as outlined in the *Late Payment of Commercial Debts (Interest) Act 1998*. The amount is net and not subject to any trade or settlement discounts.

Once you have advised FIS you wish to proceed, you will be sent a 'clients appointment letter', which you will need to sign and return to FIS, along with your on-account payment (if required)

You will also need to provide the information and details outlined on the form below.

Arrangements will be made for the Adviser to contact you to arrange a site visit when the signed 'clients appointment letter' payment terms and an order have been received.

## INFORMATION REQUIRED

1. Name of party requesting survey/investigation/report.
2. Full name of company, address and telephone number, together with name of person to contact.
3. Full address of project including telephone number and name of person to contact.
4. Brief outline of issues.
5. Key objectives of report.
6. Full details of other parties involved including addresses and telephone numbers:
  - (a) Client
  - (b) Architect
  - (c) Quantity Surveyor
  - (d) Services Engineer/Consultant (where applicable)
  - (e) Main Contractor
  - (f) Interior Contractor
  - (g) Details of interior fittings being investigated
7. Details of any legal proceedings involved or envisaged (litigation, arbitration or other). If none, please state accordingly.
8. Installation:
  - (a) Date and type of Installation (an indication is sufficient).
  - (b) Approximate area of works.
9. Inspection:
  - (a) As it may be necessary to reach the ceilings and the ceiling void, you will be required to supply means of safe access (steps, scissors lift, tower scaffolding etc) to be erected, moved and maintained by others, and to ensure adequate safety at all times.
  - (b) Tiles/panels/part of the grid system may need to be removed during the inspection. A trained operative can be provided by you to open up the ceiling. Our consultant can open up the ceiling, if it is deemed necessary, but only where removal is simple and can be easily accomplished by one person.

We will not accept responsibility for any damage however caused. Any replacement work required after the inspection is to be arranged and carried out by others at no charge to the FIS.
  - (c) It is required for you to indemnify the FIS representative/representatives against any accidental loss, damage or injury.

Special Note:

**The use of the FIS Advisory Service specifically implies that the three points set out will be undertaken by you.**

**March 2024**