



Terms & Conditions

The following terms and conditions apply to all bid writing services provided by Diana Holden Bid Writing Service to the Client.

1. Acceptance

It is not necessary for any Client to have signed an acceptance of these terms and conditions for them to apply. If a Client accepts a quotation, then the Client will be deemed to have satisfied themselves as to the terms applying and have accepted these terms and conditions in full.

Please read these terms and conditions carefully. Any purchase or use of my services implies that you have read and accepted our terms and conditions.

2. Charges

Charges for services to be provided by Diana Holden Bid Writing Service are defined in the bid quotation that the Client receives via e-mail. Quotations are valid for a period of 30 days. Diana Holden Bid Writing Service reserves the right to alter or decline to provide a quotation after expiry of the 30 days.

Payment for services is due by cheque or bank transfer. Cheques should be made payable to Diana Holden and sent to Diana Holden Bid Writing Service, 19 Victoria Gardens, Normanton, WF6 2FA. Bank details will be made available on invoices.

3. Content Control

During the bid project, Diana Holden Bid Writing Service will require the Client to provide relevant tender documentation, case studies, CVs, processes and procedures and any other information to enable the compilation of a bid response.

4. Failure to provide required information

Diana Holden Bid Writing Service is a small business. Therefore, to remain efficient I must ensure that work I have programmed is carried out at the scheduled time. On occasions I may have to reject offers for other work and enquiries to ensure that your work is completed at the time arranged. Therefore, all information I require is to be issued as soon as possible. If you agree to provide me with the required information and subsequently fail to do so within one week of bid commencement I reserve the right to close the bid project and the balance remaining becomes payable immediately.



5. Payment

Invoices will be provided by Diana Holden Bid Writing Service upon completion of quoted services. Invoices are normally sent via email. However, the Client may choose to receive hard copy invoices. Invoices are due upon receipt. Accounts that remain unpaid thirty (30) days after the date of the invoice will be assessed a service charge of £50 per month of the total amount due.

6. Additional Expenses

The Client agrees to reimburse Diana Holden Bid Writing Service for any additional expenses necessary for the completion of the work. Examples would be hotel accommodation, travel tickets and fuel costs.

7. Default

Accounts unpaid thirty (30) days after the date of invoice will be considered in default. Cheques returned for insufficient funds will be assessed a return charge of £25 and the Client's account will immediately be considered to be in default until full payment is received. Clients with accounts in default agree to pay Diana Holden Bid Writing Service reasonable expenses, including legal fees and costs for collection by third-party agencies, incurred by Diana Holden Bid Writing Service in enforcing these Terms and Conditions.

8. Termination

Termination of services by the Client must be requested in a written notice and will be effective on receipt of such notice. E-mail or telephone requests for termination of services will not be honoured until and unless confirmed in writing. The Client will be invoiced for services completed to the date of first notice of cancellation for payment in full within thirty (30) days.

9. Governing Law

This Agreement shall be governed by English Law.