Universal Office Pay As You Go Order Forms

(Subscriptions can be cancelled by the customer at any time)

Company/Branch Details

Company Name

Website address

Please supply the following information for the branch the software will be loaded in:
(This information should be where enquiries/emails from the public would normally be directed)

Branch name

Telephone No

Email address

Quarterly Subscription Costs

Please tick one box below to confirm the product you would like to order.

Universal Office Single User Products		Price per quarter
Sales & Rentals Agency	☐	£105 + vat
Sales, Rentals Agency & Rentals Management	☐	£135 + vat
Universal Office Branch Products (up to 8 users)		
Sales	☐	£177 + vat
Rentals Agency	☐	£177 + vat
Rentals Agency & Rentals Management	☐	£237 + vat
Sales & Rentals Agency	☐	£267 + vat
Sales, Rentals Agency & Rentals Management	☐	£327 + vat

These payments entitle my company to:

Telephone support, property search for company website, uploading of property data to 2 portals (excludes portal charges) & software upgrades.

Other services/products - Please tick if you wish to order

Postcode lookup (Circle number of users required)	1 2 3 4 5 6 7 8	£79 + vat (per user per year)
Flying Start Fee (2 hours online training, 3 brochures, applicant form & web reports integration)	☐	£199 + vat
Website design (5 page property website including 1 years hosting and domain registration)	☐	£600 + vat

I have read and agree to the Thesaurus Technology terms and conditions. I understand this agreement entitles me to use the software in the specified branch only.

Date

Signature

On receipt of your direct debit form a 4-digit code will be forwarded to activate your software with instructions on how to install the software on all your branch PC's.

THESAURUS TECHNOLOGY TERMS AN CONDITIONS, WARRANTY AND LICENCE AGREEMENT

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3. CONTRACTUAL OBLIGATIONS
Please confirm the validity of all legal notices, contracts and standard letters produced by Thesaurus Technology with your own solicitor. All invoices and financial statements must also be checked for accuracy with your accountant.

4. PAYMENTS
Payments are quarterly in advance by direct debit or credit/debit card.

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This is a legal agreement between you (either an individual or an entity, hereinafter known as "Licensee"), and Thesaurus Technology (hereinafter known as "Licensor"). BY PURCHASING OR RENTING THIS SOFTWARE, YOU AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. If you do not agree to the terms of this Agreement, you may promptly return the software within 30 days of purchase and accompanying items to Licensor for a full refund. This Agreement applies in the absence of a signed license agreement between Licensee and Licensor; any such signed license agreement shall supersede this Agreement.

6. TECHNICAL SUPPORT/UPGRADES/INTERNET SERVICE
Technical support for Universal Products: Licensor agrees to provide technical support to a single point of contact in the Licensee organization for the duration of the rental period. Licensee agrees to provide technical support to all other Licensee end-users. Subject to third-party supplier restrictions and charges, Licensor agrees to make available to Licensee, upon request, any maintenance releases, new and enhanced versions or upgrades of the licensed software that Licensor releases for the Windows platform for the duration of the rental period. Internet services(property search for your website, branch synchronisation, email image linking) will be supplied for the duration of the rental period. Technical support is available Mon to Fri (excluding bank holidays) 09:30 to 17:00.

7. SYSTEM REQUIREMENTS/ MAXIMUM USERS/MAXIMUM PROPERTIES
The minimum system requirements to run Universal Products are: Windows Vista (SP1), XP operating systems, 1 GHz processor, 512Mb of RAM, 1024X768 screen resolution, Internet connection (Minimum speed 512Kbps), Word 2000 or newer for printing, Internet access on each PC for email to work.
A maximum of 8 PC's are allowed to be networked under the branch license and 1 PC for a one user licence. On networked systems, the operating system on the server should be at least the same specification as the clients. The software is limited to 300 active properties per branch. Unix systems are not supported.

8. TERMINATION
The service is priced as a non-refundable service and cannot be terminated by the customer for the pre-paid period. Thesaurus Technology can terminate support/services at any time for customers deemed to be unsuitable.

9. USE LIMITATIONS
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12. LIMITATION OF LIABILITY
IN NO EVENT WILL LICENSOR'S LIABILITY FOR ANY DAMAGES EVER EXCEED THE MONTHLY SUBSCRIPTION FEE.

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14. DATE OF AGREEMENT
The "Date" of this Agreement, as used herein and in all previous and subsequent sections, shall be the day that Licensor receives the licensed software.

15. OTHER
If any part of this Agreement is found void and unenforceable, it will not affect the validity of the balance of the Agreement, which shall remain valid and enforceable according to its terms.

Company name

Company address

Contact telephone number

Contact name

Email address of your accounts department (for VAT receipts)

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

DIRECT Debit

Please fill in the whole form with a ball point pen and send to:

Thesaurus Technology
Osborne House
20 Victoria Avenue
Harrogate, North Yorkshire
HG1 5QY

Name(s) of Bank Account Holder(s)

Bank/Building Society Account Number

Sort Code

Name and full postal address of your Bank or Building Society

Name

Address

Postcode

Originator's Identification Number

4 2 6 5 5 3

Reference (official use only)

T T

Please pay John Stephen Consultancy Ltd T/A Thesaurus Technology Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with John Stephen Consultancy Ltd T/A Thesaurus Technology and if so details may be passed electronically to my Bank or Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account.

This guarantee should be detached and retained by the Payer - The Direct Debit Guarantee

DIRECT Debit

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

- If there are any changes to the amount, date or frequency of your Direct Debit, John Stephen Consultancy Ltd T/A Thesaurus Technology will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request John Stephen Consultancy Ltd T/A Thesaurus Technology to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by John Stephen Consultancy Ltd T/A Thesaurus Technology or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when John Stephen Consultancy Ltd T/A Thesaurus Technology asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.