

# Data Graphic Services

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## EXHIBIT B

### STATEMENT OF GENERAL TERMS & CONDITIONS

#### 1. Fee Structure

All time, including travel hours, spent on the project by professional, technical, and clerical personnel will be invoiced. (Travel time is invoiced at half-hourly fees, door to door.) The following approximate ranges of hourly rates for various categories of personnel are currently in effect:

#### Rates    Category

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£650	Daily Development Rate
£325	Daily Training Rate
£65	Consultancy
£35	General HTML & CSS
£25	SharedView Support
£15	Computer/Typists

Hourly rates will be adjusted every twelve months to reflect changes in the cost-of-living index as published. If overtime for non-professional personnel is required, the premium differential figured at time and one-half of their regular hourly rate is charged at direct cost to the project. Unless otherwise stated, any cost estimate presented in a proposal is for budgetary purposes only, and is not a fixed price.

The client will be notified when 75 percent of any budget figure is reached.

#### 2. Reimbursable Expenses

a) Travel expenses necessary for the execution of the project, including rail, taxi, bus, air, rental vehicles, mileage in company or personal vehicles, which will be charged at 40 pence per mile.

The following expenses will be invoiced at direct cost:

b) Accommodation, all meals at cost.

c) Telephone/fax charges.

d) Postage and shipping/courier services.

e) In-house printing and reproduction.

f) Other project expenses: photocopying, laser printing, and so forth.

#### 3. Art Production

(typed layouts, type specs, mechanical assembly) Artist's time charged at £50/hour or estimated on project fee basis.

#### 4. Payment Terms

Upon commission (order placement) 50% of agreed quote will be required to commence project. (Unless special terms have been agreed)

All outstanding fees will be due on or before sign off completion date or 30 days from invoice whichever is sooner.