

### COST ESTIMATE GENERAL TERMS AND CONDITIONS

This Cost Estimate is valid for 7 (seven) days. We require a 50% (fifty percent) deposit before production can commence and the remaining 50% (fifty percent) on completion. Production and/or services commences once the following conditions have been met:

1. A Site inspection has taken place and the final sizes determined.
2. The Cost Estimate is confirmed.
3. A signed Cost Estimate or Purchase Order is received from the Buyer.
4. A 50% (fifty percent) deposit is received from the Buyer.
5. Final artwork designs have been signed off by the Buyer.

#### GENERAL:

1. This Cost Estimate is based on the Project requirements defined in conjunction with the Buyer.
2. Change Orders to the Cost Estimate will be submitted to the Buyer, whose approval is required in writing prior to execution thereof.
3. Change Orders to the Cost Estimate remains valid for 7 (seven) days.

#### EXCLUSIONS:

1. Final electrical connections to main power supply in the case of illuminated signs.
2. Any Municipal approval and Landlord authorization cost.
3. Any Local Authority fees.
4. Site specific Health & Safety File.

#### PROGRAMME:

1. The services and/or production will be completed according to the Project Programme provided with this Cost Estimate or according to a timeline mutually agreed by both the Buyer and SEEK in writing.

#### CHANGE ORDER MANAGEMENT:

1. Any changes requested to the services and/or production described in this Cost Estimate, namely, Specifications, Quantities, or Programme, are not binding unless SEEK accepts and confirms these changes in writing. Any changes may lead to additional charges.
2. Additional charges will be confirmed to the Buyer, whose approval thereof shall be required in writing.
3. Should sizes, design or product requirements change once production has begun, then SEEK reserves the right to treat the changed item as a new and separate order to be delivered separately from the original order. The changed item will be requoted and will be manufactured and installed in a separate process.

#### PAYMENT:

1. Final payment will be due in full, upon project completion and handover of all Material and Workmanship Warranties, unless explicitly agreed otherwise.
2. A Tax Invoice and Statement will be provided by SEEK to the Buyer by the date mutually agreed to in writing.

#### TAXES:

1. The Buyer is responsible for all applicable local and national Taxes levied on the transaction described in the Cost Estimate. No tax exemption may be recognized unless a valid Certificate of Tax Exemption is provided.

#### PAYMENT TERMS:

1. All Tax Invoices related to services and/or production defined in this Cost Estimate are to be paid within 30 (thirty) days of the Tax Invoice date.

#### LATE CHARGES:

1. Any Tax Invoices not paid within 30 (thirty) days will incur interest for late payment.
2. Such interest shall be calculated and payable at a rate of two (2) percentage points above the rate of interest applicable from time to time to prime borrowers at SEEK's bank from the due date for payment.

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### PURCHASE ORDER GENERAL TERMS AND CONDITIONS

All Purchase Orders issued by SEEK are subject to the following conditions, which shall form the basis of a contract between SEEK and the Vendor.

The acceptance of a Purchase Order implies acceptance of the following standard Terms and Conditions by the Vendor:

1. Statements are to be dated at month end.
2. Only one (1) Tax Invoice per order will be accepted.
3. Tax Invoices must have the correct Purchase Order Number.
4. This Purchase Order is subject to the Vendor not subcontracting this Purchase Order to any third party without SEEK's written consent. Furthermore, this Purchase Order shall not be assigned and/or ceded to any third party without the prior written consent of SEEK, which consent shall not unreasonably be withheld by seek.
5. SEEK will not accept responsibility for any verbal orders placed by its Vendor's employees. All Purchase Orders must be issued in writing and have a SEEK Purchase Order number, failing which payments will not be made.
6. A new Purchase Order must be obtained for any additional work.
7. SEEK reserves the right to reject any work and/or supplied products that does not comply with the original brief, Production Schedule, or Purchase Order.
8. Copyright to any work commissioned will remain the property of SEEK or the Buyer concerned.
9. No Terms and Conditions contained in any other document shall be valid, and no variation of these conditions shall be binding upon SEEK, unless reduced to writing and signed by an authorised member of SEEK.
10. Final payment will be processed in accordance with the mutually agreed Payment Terms, provided all defects are corrected and all required Material and Workmanship Warranties are received by SEEK.
11. All contingencies must be approved by SEEK before payment is processed.
12. In the event that the Vendor fails, alternatively neglects to meet any requirement (i.e specification, standard or expectation of workmanship), resulting in a non-conformance, the Vendor will be held responsible for any non-conformance costs paid by SEEK to remedy such non-conformance. SEEK will, prior to payment of any costs to remedy such non-conformance, provide the Vendor with a list of such deviation(s) from a Specification, a Standard, or an expectation of workmanship, and an opportunity for the Vendor to remedy such deviation(s) within five (5) business days following the notice issue date.
13. The Vendor confirms that the title to ownership and risk of the material, to the value of the deposit, will pass to SEEK upon payment of the deposit. Should the Vendor not be in a position to fulfil the Purchase Order issued by SEEK, for any reason whatsoever, SEEK will be entitled to collect the material from the Vendor's premises as SEEK is the lawful owner of such material.

