

Terms of Supply

- 1 Discovery Series materials are supplied by SR&A on the understanding that they will be used in a professional manner by appropriately trained and qualified users of assessment and development centre exercises. As a consequence, intending purchasers are required to register with SR&A before any order can be processed. The registration form may be faxed to our office to expedite any urgent order.
- 2 SR&A reserves the right to cancel the registration of users who fail to adhere to these terms or to professional standards of practice in using our materials.
- 3 All SR&A Discovery Series materials are protected under the copyright law. It is illegal to copy these materials by any method (including photocopying, scanning, or any other form of mechanical or computer based technology) or to induce others to do the same without the express written permission of the publishers. In the event of a breach of copyright, SR&A will pursue all legal remedies necessary to protect the intellectual property rights of the authors and publishers.
- 4 Elements of the exercises included in the Administration Pack are designated as >consumables= (including Participant Briefs, Answer Sheets, Rating Forms, & Scoring Sheets) and can be used once only. Such elements must not be encapsulated or bound in any form to prolong their life beyond a single use.
- 5 All orders for Discovery materials must include the name, registration number, and signature of the registered user. In addition they must include the delivery and invoicing address for the materials, and any purchase order number as required by the ordering organisation or company. Prior to signing any order, users must ensure they have the appropriate purchasing authority.
- 6 All materials remain the property of SR&A until the relevant invoice is paid in full.
- 7 Telephone orders will only be accepted if supported by a faxed confirmation of the details.
- 8 Materials are supplied with a 10% charge for post and packing. Payment terms are 30 days from the date of invoice. We reserve the right to vary prices at our discretion.
- 9 While we endeavour to ensure that only appropriately qualified people use our materials, we cannot be held liable for damages, costs, or other expenses arising from the use of our materials by clients or their agents, or by the actions or negligence of third parties.
- 10 We register individuals and not companies or organisations as users of Discovery Series materials. Registration continues if a user changes employment and moves to another organisation, conditional upon our being told of their revised contact details. Permission is not given for the use of our materials in organisations where the registered user(s) has/have left. In such circumstances, materials should be returned to ourselves until a new qualified user can be registered.
- 11 SR&A Discovery Series materials may also be purchased outright, or used on a lease/license basis. In either case SR&A source all materials and the terms above apply. Users interested in leasing arrangements should contact SR&A at the address given.

I have read the terms of supply and agree to abide by them. I affirm that the above details of my training and experience are correct.	
Signature:	Date:
For office use only.	Registration Number:

When completed, please email, fax or post this form to Stuart Robertson & Associates Ltd, 380 Chester Road, Manchester M16 9EA (Tel: 0161 877 3277; Fax: 0161 877 4500; mail@sr-associates.com).