



Providing Office Services

General Terms and Conditions

P.O.S. Providing Office Services (owner Mrs J.A.M. Snijders) based at: Akeleistraat 4, 2153 BP Nieuw-Vennep, the Netherlands; hereafter referred to as the contractor.

1. Activities:

Client contracts contractor to carry out translations, secretarial and/or administration activities, among which taking minutes in meetings and/or reception support.

2. Quality:

Contractor will carry out the activities to the best of her knowledge and ability, and in accordance with the requirements of the company.

3. Liability:

Contractor cannot be held liable to direct or indirect damages resulting from the aforementioned activities.

4. Confidentiality:

P.O.S. Providing Office Services is bound to secrecy of all details concerning the client of which she knows or is likely to know that these are confidential.

This confidentiality extends beyond the termination of the contract.

5. Sickness and vacation:

Sickness and vacation/days-off will be borne by the contractor.

6. Vacation and days-off:

Will be determined in consultation with the client by mutual agreement.

7. Work relation:

Parties do not intend to conclude an employment contract through this agreement. This implies that the contractor is responsible for imbursement of social and pension premiums as well as taxes.

P.O.S. Providing Office Services

Akeleistraat 4

2153 BP Nieuw-Vennep

Tel: 0252 688 275

Mobiel: 06 13 44 32 11

www.providingofficeservices.com

info@providingofficeservices.com

KvK: 34265759 te Amsterdam

BTW nummer: NL1167.35.338.B01

ING: 2972839

8. Proposal:

A proposal remains valid for one month after date.

9. Assignment and Assignment Confirmation:

An agreement will be signed by both client and contractor.

These General Terms and Conditions are part of the agreement. Signing of the agreement is confirmation of assignment.

10. Duration:

Duration of the assignment is specified and determined in the agreement.

11. Rates:

The rate is specified and determined in the agreement.

12. Travel and Accommodation expenses:

Regular commuting is borne by the contractor.

Other travel and/or accommodation expenses are stipulated in consultation with client.

13. Invoicing:

By the end of each month, client will receive an invoice concerning that same month. VAT will also be charged (19% complying with Dutch Law). Payment must be effected within 15 days. If the invoice is not settled after 30 days; outstanding work will be postponed until payment is completed. The client will then owe the statutory interest per month or part of a month. The interest with respect to the eligible amount will be calculated from the time that the client is in default until the time of full payment.

Both judicial and extrajudicial collection charges, due to overdue payments, are borne by the client.

14. Assignment cancellation:

Should the client wish to cancel the assignment after signing the contract, the contractor has the right to payment for work already performed.

Should the client wish to cancel the assignment within the period of the assignment, the contractor has the right to payment of 50% of the amount still to be invoiced.

Cancellation in writing with a one-month notice, unless decided otherwise in the agreement.

15. Disputes:

Any disputes arising from the agreement concluded between the parties, will initially be settled by mediation. If the dispute cannot be resolved, it should be taken to the competent Dutch court in the district where P.O.S. Providing Office Services has its registered office.

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6. Applicable law

All agreements between the contractor and the client will be governed by Dutch law.

17. Filing of these terms and conditions

These terms and conditions have been filed at the offices of the Chamber of Commerce for Amsterdam under number 34265759.

18. Translations of these terms and conditions

The Dutch-language version of these terms and conditions is the only authentic version. In the event of any discrepancy between the Dutch text and a translation, the Dutch text will prevail.

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