

Please read this guidance document carefully. It sets out your obligations for maintaining and inspecting signs that you purchase from us. This guidance is in addition to our standard terms and conditions ("Conditions"), which are available on our website or by request.

Please sign and return a copy of this guidance as confirmation that you have read and understood it and would like to proceed on the basis set out in this guidance. You will be deemed to have read and understood the guidance should you place or confirm an order with us after having received the guidance.

References in this guidance to "you" or "yours" are to the sign buyer and references to "us" "we" or "our" are to Signs Express.

Introduction

It is your responsibility to maintain and inspect the sign you have purchased.

The need for sign maintenance and inspection is a legal requirement in three different statutory regulations, with the potential for criminal proceedings if you do not comply with these requirements. A very brief summary of the key parts of the relevant legislation is set out below:

The Health & Safety at Work Act requires "Maintenance of it in a condition that is safe and without risks to health".

Building regulations require "The inspection and maintenance of any services, fittings or equipment so provided".

Town & Country Planning regulations requires "The advertisement (sign) must not endanger any person" and "Any structure or hoarding used must be maintained in a safe condition".

Installation

We do not provide installation services as standard. We may provide quotes and services for installing signs on a case-by-case basis. Installation services are covered by our Conditions if we carry them out.

You are responsible for all pre-installation maintenance, inspection and necessary repair of the structure, surface or area that the sign is to be fixed to, including when we install the sign. We do not inspect or advise on the structure, surface, area or its suitability.

You must carry out such surveys or inspections to determine the suitability of the installation structure, surface and area as may be desirable or necessary before the sign is installed. It is imperative that you do not allow the installation of a sign if it is apparent that the structure, surface or area to which the sign is being fixed to is inadequate.

We reserve the right to refuse to install if it is found on installation of the signage that the structure, surface or area to which the sign is being fixed is inadequate. The buyer will remain liable for the cost of manufacturing the signage, which shall be payable in accordance with our Conditions, irrespective of the date actual installation takes place.

Maintenance and Inspection

We are not obliged to provide you with a maintenance and inspection programme after we have supplied the sign to you. However, we will provide you with advice on how to maintain and inspect signs. Please ensure that you follow these instructions entitled "Visual and Manual Inspection of Signs and Structures". Please be aware that you are legally required to follow (or use a third party to provide) a maintenance and inspection programme for the sign.

Where practically possible, we will design the sign so that the safety critical components can be accessed for maintenance and inspection.

This document has been created using guidance issued by the British Sign and Graphics Association.

I/We confirm that I/we have received, understand and accept the guidance set out above.

Customer signature:

Date: