

# Terms and Conditions for Professional Services

Provided by De Workshopper

Version 1.0

## 1. Definitions

**1.1. Client:** the party that commissions De Workshopper

**1.2. De Workshopper:** a self-employed professional without staff incorporated under Dutch law, with its principal place of business at (6533 MC) Nijmegen at Edisonstraat 41.

**1.3. Assignment:** the written or oral agreement, whereby De Workshopper undertakes to perform work for Client.

**1.4. Fee:** the remuneration for the work performed by De Workshopper, not including Additional Expenses.

**1.5. Additional Expenses:** costs related to the Assignment, not included in the Fee, which are charged to Client on the basis of a specification. These include travel and accommodation expenses, reproduction costs and costs for necessary third-party services.

**1.6. Extra Charges:** Fees and Additional Expenses for work performed by De Workshopper, which arose during the performance of the Assignment as a result of circumstances outlined in greater detail in Article 4(1) and (2) and Article 6(5) of these General Terms and Conditions.

**1.6. Force Majeure:** Circumstances in which performance of the Assignment cannot reasonably be required of De Workshopper. This will include, but is not confined to, fire and floods, natural disasters, disruptions in power supply, internet and company equipment, and interruptions in transport and carriage. Force Majeure also includes absence due to illness or indisposition of personnel or third parties working on behalf of De Workshopper, insofar as they are involved in and necessary for the performance of the Assignment.

**1.7. Hourly Rate:** the hourly rate for activities performed by De Workshopper, including (gross) salary costs and a surcharge for non-assignment-related operating costs and profit;

**1.8. The Party:** Client or De Workshopper;

**1.9. The Parties:** Client and De Workshopper.

## 2. Scope of Application

2.1. These General Terms and Conditions are applicable to all De Workshopper's legal acts,

offers and the conclusion and fulfillment of all agreements concluded between Client and De Workshopper, unless it has expressly been agreed otherwise in writing in the Assignment;

2.2. De Workshopper excludes the applicability of Client's general conditions and purchase conditions to the agreements concluded between Client and De Workshopper.

2.3. If De Workshopper does not always demand strict compliance with these General Terms and Conditions, this does not mean that the provisions in these General Terms and Conditions do not apply or that De Workshopper would to any extent lose the right to require strict compliance with these General Terms and Conditions in other cases.

### **3. Quotation and Assignment**

3.1. All De Workshopper's quotations are without obligation and are valid for 14 days, unless otherwise indicated in writing. The offer will lapse if Client does not accept it within the aforementioned period. After expiry of the offer, De Workshopper is entitled to change the offer.

3.2. Client guarantees the correctness and completeness of the requirements and information, provided by or on its behalf, on which De Workshopper bases the quotation. If this information proves to be incorrect or incomplete, De Workshopper has the right to change the quotation or to terminate the Assignment.

3.3. The amounts stated in the quotation are excluding VAT, unless stated otherwise.

3.4. The Assignment is only established once De Workshopper and Client have signed an agreement in which the scope of the work to be performed by De Workshopper has been laid down, and De Workshopper have received a (returned) signed copy of the agreement. If De Workshopper have not yet received the (returned) signed agreement, the Assignment will be deemed to have been concluded subject to the applicability of these General Terms and Conditions and the applicability of the scope of work as described in De Workshopper's quotation, at the time that De Workshopper began the performance of the Assignment at Client's oral or written request.

3.5. Further oral agreements and stipulations between the Parties are only binding after they have been confirmed in writing by De Workshopper.

### **4. Execution of and amendments to the Assignment**

4.1. The Client will ensure that all information that De Workshopper has indicated is required or that Client should reasonably understand is required for the correct and timely performance

of the Assignment, is provided to De Workshopper on time. If this information is not provided to De Workshopper at all, or is not provided completely or correctly, De Workshopper is entitled to suspend the performance of the Assignment and/or charge the resulting additional costs to Client for an hourly or other Fee applied by De Workshopper at that time and according to a specification to be submitted by De Workshopper.

4.2. If, during the performance of the Assignment, De Workshopper have to carry out additional and/or other work than originally agreed due to changed and/or additional insights of Client and/or as a result of which the agreed delivery period cannot be fulfilled, then De Workshopper

Consultancy will immediately inform Client of this. The costs of this work will be charged to Client as Extra Charges in accordance with a specification to be submitted by De Workshopper. In this case De Workshopper is entitled to suspend the performance of the Assignment and start with the performance of further work after Client has agreed in writing to the Extra Charges and/or the new delivery period and/or other conditions imposed by De Workshopper. This suspension does not constitute a default on the part of De Workshopper and is not a reason for Client to terminate or cancel the agreement.

4.3. If, at the exclusive discretion of De Workshopper, Client's additional and/or changed insights are of such a nature and/or extent that they constitute a substantial change to the Assignment, De Workshopper is entitled to terminate the agreement, without notice of default being required, in accordance with the provisions of Article 9(2) of these General Terms and Conditions.

## **5. Engaging third parties**

5.1. Assignments given to third parties in the context of the performance of the Assignment are provided by or on behalf of Client and for Client's account and risk. At the request of Client, De Workshopper may act as an authorized representative at Client's expense and risk. Said authorization will be laid down in writing. Parties may agree on additional reimbursement for this.

5.2. If De Workshopper draws up a budget for third-party costs at Client's request, then this budget is indicative. If required, De Workshopper may request quotations on Client's behalf.

5.3. If during the performance of the Assignment De Workshopper involve the goods or services of third parties, after an express agreement and for their own account and risk, after

which these goods or services are passed on to Client, then the provisions of the General Terms and Conditions and/or separate agreements with this third party with regard to guarantee and liability also apply for Client.

5.4. If De Workshopper provides assignments or instructions to third parties on Client's behalf and for Client's account, Client will confirm these orders or instructions in writing at the request of De Workshopper. De Workshopper is not liable for the breaches of these third parties, regardless of whether they were introduced by De Workshopper. Client must address these third parties themselves, should the need arise. If required, De Workshopper can assist Client in this under conditions to be agreed later.

5.5. Client will not engage third parties without consulting De Workshopper if it may affect the performance of the Assignment. Where appropriate, the Parties will consult each other about which other contractors will be called in and which activities will be assigned to them.

## **6. Fees and costs**

6.1. De Workshopper is entitled to a Fee for the performance of the Assignment. This Fee can be agreed as follows:

- based on the actual time spent on performing the Assignment and the costs actually incurred, for the Hourly Rates and kilometer rates applied by De Workshopper and according to a specification to be submitted by De Workshopper; or
- based on a fixed amount;
- based on the composition mentioned in a. and b. of this article;
- if no other agreements have been laid down in the Assignment about the way in which the Fee is agreed upon, the manner described in the first bullet of this article applies.

6.2. In addition to the agreed Fee, De Workshopper is entitled to reimbursement of Additional Expenses. These Additional Expenses are not included in the Fee.

6.3. On 1 January and 1 July of each calendar year, De Workshopper may pass on general increases in wages and prices in the rates applied by them on the basis of the most applicable Statistics Netherlands price index.

6.4. Cost-increasing measures imposed by the government may at all times be passed on in the De Workshopper' rates.

6.5. If the performance of the Assignment is delayed or interrupted or otherwise influenced by circumstances that cannot be attributed to De Workshopper, then Client is obliged to compensate any additional costs that this entails.

6.6. Unless expressly stated otherwise, cost estimates and budgets are only indicative and no rights or expectations can be derived from them. Only if the Parties have agreed to do so, are De Workshopper obliged to inform the Client if a cost estimate or budget is exceeded.

## **7. Payment and Collection Charges**

7.1. De Workshopper is entitled to charge the Fee, Additional Expenses and Extra Charges on a monthly basis.

7.2. All payments must be made within 14 days of the invoice date without deductions, settlement or suspension. Objections to the amount of an invoice do not suspend the payment obligation.

7.3. If, after having been reminded in writing by De Workshopper to pay within 14 days, Client still fails to fulfill its payment obligation within these 14 days, Client will owe statutory interest and extrajudicial collection costs from that time until the time of payment; this interest and these costs will amount to at least 10% of the invoice amount and will be a minimum of € 150 excluding VAT.

## **8. Intellectual Property and Confidentiality**

8.1. All rights with regard to services, products and products of the mind that De Workshopper Consultancy develop and use, regardless of their nature, including advice, opinions, strategies, frameworks, working methods, software, training programs, courses, methods, brochures and the like, are exclusively vested in and accrue to De Workshopper and/or its licensors and never accrue to Client.

8.2. The Parties may agree that the rights referred to in the first paragraph are assigned entirely or in part to Client. This assignment and any conditions under which the assignment takes place will always be laid down in writing. De Workshopper may attach conditions to this assignment of rights, including paying a Fee determined by De Workshopper.

8.3. Client is not permitted to remove or change any designations concerning copyrights, brands, trade names or other rights from the material, including designations concerning the confidential character and secrecy.

8.4. If the provisions of this article are violated, Client will indemnify De Workshopper against all damages suffered and to be suffered as a result, in particular if there are claims from third-party copyright owners.

8.5. The Parties are obliged to maintain the confidentiality of all confidential information, facts and circumstances that come to the attention of the Other Party within the framework of the

Assignment, originating from each other or another source, about which it can be reasonably understood that disclosure or communication to third parties could damage De Workshopper or Client. Third parties who are involved in the execution of the Assignment will be bound to the same confidential handling of these facts and circumstances originating from the Other Party.

## **9. Suspension and termination**

9.1. De Workshopper is entitled to suspend their work or to dissolve the Assignment entirely or in part, without notice of default being required, if:

- There is an attributable breach in the performance of the Assignment on the part of the Client, which also includes such behavior on the part of the Client on the basis of which it can no longer be reasonably required of De Workshopper that they complete the Assignment.

- Client is in default of payment of the invoice or progress invoice within the payment term, and if Client, after being reminded in writing to pay within fourteen days, fails to do so, or if De Workshopper

Consultancy should be led to understand, based on any communication or conduct on the part of Client, that this payment will not take place.

- Client fails to provide, at the request of De Workshopper, sufficient security for the fulfillment of the payment obligations arising from the Assignment, in the case that De Workshopper Consultancy have good grounds for doubting Client's ability to meet its payment obligations based on circumstances that have come to their knowledge after entering into the agreement.

- If Client files a petition for bankruptcy, suspension of payments, be it provisional or otherwise, or debt repayment, or if Client is deprived of the power to dispose of its assets, in which cases all amounts owed become immediately due and payable.

9.2. Client is not entitled to terminate the Assignment early, unless otherwise agreed in writing in the Assignment. If Client terminates the Assignment without imputable breach on the part of De Workshopper, or if De Workshopper terminate the agreement pursuant to the provisions of Articles 4(3) or 9(1) of these General Terms and Conditions, then Client will owe an immediately due and payable compensation, in addition to the Fee and any Additional Expenses or Extra Charges related to the work done until that time, without prejudicing De Workshopper's right to claim all damages at law.

9.3. The compensation referred to in the previous paragraph will at least include the costs

arising from the commitments made by De Workshopper in its own name for the fulfillment of the Assignment with third parties, as well as at least 30% of the remaining part of the Fee.

9.4. In the event of termination on the grounds of the circumstances mentioned in Article 9(2) of these General Terms and Conditions, all payments received are used firstly to settle the costs, then the interest that has fallen due and finally the principal sum and current interest.

## **10. Liability and Indemnity**

10.1. De Workshopper's liability due to attributable breach in the performance of its obligations under the Assignment only arises if Client immediately gives De Workshopper proper notice of default in writing, and in the process enables De Workshopper to remedy the breach, or to limit damages, within a reasonable term and for its own account, and De Workshopper

Consultancy continue to be in breach of their obligations after this term. The notice of default must contain an as detailed as possible description of the breach, so that De Workshopper are able to respond effectively.

10.2. De Workshopper is only liable to Client due to attributable breach in the performance of their obligations under the Assignment and only for direct damages attributable to De Workshopper

Consultancy, and then only for alternative compensation, i.e. compensation for the value of the failed performance. Any liability on the part of De Workshopper for any other kind of damages is excluded, including additional compensation in any form whatsoever, as well as compensation for indirect or consequential damages or damages due to loss, lost turnover or profit, loss of savings, loss due to business interruption and damage to image .

10.3. If De Workshopper is liable to Client pursuant to the previous paragraphs of this article, this liability is limited to the amount of the Fee, at least to that part of the Fee that is charged to Client or to which the liability relates.

10.4. De Workshopper is not liable for damages that arise due to the defectiveness of equipment, software, data carriers, registers or other means used by it in the performance of the Assignment, none of which are excluded, nor for damages caused by the interception by third parties of audio and/or data transmissions from telephones, faxes, or e-mails and the possible forging thereof.

10.5. All liability expires after the passing of one year from the time the Assignment has ended due to completion, termination or giving notice to terminate.

10.6. Client indemnifies De Workshopper against any claims by third parties that suffer

damages in connection with the implementation of the agreement for which the cause is not attributable to De Workshopper. If De Workshopper should be approached by third parties on this basis, then Client is obliged to assist De Workshopper both in and out of court, and to do everything that may be expected of it in such a case and without delay. Should Client fail to take adequate measures, then De Workshopper is entitled to resort to this themselves, without notice of default. All costs and damage on the part of De Workshopper Consultancy and third parties acting on its behalf arising from this will be borne entirely by Client.

## **11. Force Majeure**

11.1. Force Majeure may be invoked if the stated circumstances affect De Workshopper as well as if the circumstances

affect third parties engaged by De Workshopper.

11.2. In the event of Force Majeure, De Workshopper is entitled to suspend the performance of the agreement and De Workshopper will do everything in their power to perform the Assignment as soon as possible.

11.3. In the event of Force Majeure, De Workshopper is not entitled to compensation, compensation of costs incurred or interest. If the period in which fulfillment of the obligations by De Workshopper is impossible due to Force Majeure lasts longer than one month, De Workshopper Consultancy as well as the Client are entitled to terminate the agreement entirely or in part, without any obligation to pay each other compensation.

11.4. If De Workshopper have already partially fulfilled their obligations on the occurrence of Force Majeure, or can only partially fulfill their obligations, De Workshopper is entitled to charge separately for goods or services already delivered, and Client is obliged to settle this invoice.

## **12. Complaints, Disputes and Applicable Law**

Complaints will be communicated to De Workshopper in writing as soon as possible, but in any case within one month of completion of the Assignment, failing which Client will be deemed to have fully accepted the result of the Assignment.

12.1. The Assignment between De Workshopper and Client is governed by Dutch law.

12.2. Should disputes arise between Parties that cannot be settled amicably, they will be submitted to the competent court of the district in which De Workshopper is based.

### **13. Other Provisions**

13.1. The version of the General Terms and Conditions, as applicable at the time the Assignment is established, applies to the Assignment. This version can be requested from De Workshopper at all times. The latest version of the General Terms and Conditions is available on <https://deworkshopper.nl>

13.2. If any provision of these General Terms and Conditions is null and void or is voided, the other provisions of these General Terms and Conditions will remain fully in effect. In that case, the Parties will consult with the aim of agreeing new provisions to replace the void or voided provisions. In doing so, the purpose and meaning of the void or voided provisions will be taken into account as far as possible.