

DELIVERY METHODS, CHARGES, TERMS AND CONDITIONS

DELIVERY METHOD

All orders for items in stock are usually shipped within three working days of receipt of order. Delivery times and charges depend on the delivery method described below.

Within the UK (Great Britain and Northern Ireland)

- **Standard service - Royal Mail first class post**

Orders with a total weight of less than 1.25 kg and less than £26 in value will be sent by Royal Mail first class post.

Delivery time is approximately 2-3 working days.

- **Courier standard delivery**

Orders with a total weight of 1.25 kg and above or greater than £26 in value will be sent by courier.

This method is secure and your order can be tracked and traced. Orders despatched by this method should normally reach you on the following working day; delivery to locations within Northern Ireland and to remote locations may take additional time, usually 48 hours. The courier does not deliver at weekends.

Orders sent via this method will require a signature upon receipt.

Europe and the rest of the World

- **Standard service - Royal Mail air mail**

For delivery to Europe and the rest of the world orders sent by Royal Mail air mail post will normally take 5-7 days to arrive.

- **Courier standard delivery**

Delivery time to locations within Europe is approximately 3-5 days.

Note that a signature will be required for all courier deliveries.

Selection of delivery method

4science reserves the right to select the method of shipping.

If you wish to select a different method of shipping from standard, please contact us. We will then give you details of the additional carriage charges.

Your details

Please ensure that your shipping address details are correct, as they are copied directly from the information you give us when submitting your order. We are not responsible for orders with incorrect or missing information should they not reach you.

DELIVERY CHARGES

UK mainland (excluding the north of Scotland)

Order value less than £26 - £2.00 including VAT

Order value £26 and over - £5.00 including VAT

Northern Ireland, the north of Scotland and Scottish Isles

Order value less than £26 - £2.00 including VAT

Order value £26 and over weighing under 1.25 kg - £5.00 including VAT

Order value £26 and over weighing 1.25 kg and over - £22.25 including VAT

Channel Islands, Isle of Man

Order value less than £26 - £2.00 including VAT

Order value £26 and over - £28.00 including VAT

Europe and the rest of the world

Owing to the many different combinations of items that may form an order, it is difficult to offer a universal shipping cost. Please contact us so that we can find the cheapest or quickest method of delivery to suit your requirements.

For goods delivered outside of the EU, you may have to pay import duty, entry fees and local taxes prior to or on delivery.

TERMS AND CONDITIONS

YOUR DETAILS

Please ensure that your shipping address details are correct, as they are copied directly from the information you give us when submitting your order. We are not responsible for orders with incorrect or missing information should they not reach you.

AVAILABILITY

Items will usually be shipped within three working days of us receiving your order and often on the same or next working day. In the unusual event that the item is not in stock, one of our team will contact you to let you know as soon as possible. Any sum debited by PayPal on behalf of **4science** from your credit/debit card will be re-credited to your account and we will notify you by e-mail at the address you give on your order form. The refund will be made as soon as possible and in any event within 30 days of your order. **4science** will not be obliged to offer any additional compensation for disappointment suffered.

PRICES and TAXES

The price the goods are offered for tender are as displayed in the Shopping Cart. They are inclusive of any VAT which may be payable by you. Customers and not **4science** are responsible for any applicable customs duties or taxes in countries other than the UK. All prices displayed on the website are quoted in UK Pounds Sterling and must be paid in full, including delivery charges.

ORDERING

When you click the 'Pay Now' button on the *Confirmation* screen, we will treat this as an offer by you to purchase the goods and services subject to these terms and conditions. We will confirm acceptance of the order by e-mail and such acceptance shall establish the contract between us. We will supply you, subject to availability, with the quantity and specification of goods set out in your order.

If you have any problems when attempting to order online, technical or otherwise, e-mail us at admin@4science.org.uk

PAYMENT

Payment may be made by any of the methods indicated on the website. Goods will not be shipped unless payment is received in full. Payment is processed by PayPal (Europe) S.à r.l. & Cie, S.C.A.

Orders may be placed by post where accompanied by a cheque made out to Ken Gadd Associates Limited.

Schools, colleges and other businesses and organisations may pay on invoice. Such orders may be placed by post, fax, telephone or e-mail.

THE CONTRACT

Any contract for purchases made through the website will be with Ken Gadd Associates Limited, company registration number 3969954, registered office Motivo House, Alvington, Yeovil, BA20 2FG.

4science must receive payment of the whole of the price for the goods and their delivery that you order through the website before your order can be accepted and the contract formed. **4science** acceptance of your order brings into existence a legally binding contract between you and **4science** on these terms. Any term sought to be imposed by you in your order will not form part of the contract.

4science is entitled to withdraw from any contract in the case of obvious errors or inaccuracies regarding the goods appearing on our website. We will contact you as soon as possible by e-mail to ask you if you wish to continue with the order at the amended price or description or to cancel the order altogether.

WITHDRAWAL FROM THE CONTRACT

If you are an individual and are not buying goods on behalf of a business, there are certain circumstances in which you may withdraw from the contract and these are set out here. This right to withdraw does not apply to business buyers.

Your right to cancel does not apply to items that have been used by you. In addition the right to cancel does not apply to software that has been opened or unsealed. You must take reasonable care of the goods while they are in your possession.

You may withdraw your order for goods within seven working days after you have received the goods. You do not need to give **4science** any reason for withdrawing your order; you will not have to pay any penalty.

To cancel your order you must notify **4science** by fax: +44 (0)1722 411301 or e-mail: admin@4science.org.uk

If you have received the goods before you withdraw your order then, unless you have lost your right to withdraw because you have taken the goods out of their sealed package, you must send them back to **4science** at your own cost and risk unless the goods were supplied faulty or damaged.

Once you have notified **4science** that you are withdrawing your order, any sum debited to **4science** from your credit card will be re-credited to your account as soon as possible and in any event within thirty days of your order.

DELIVERY OF GOODS

4science will post or arrange a courier for the goods ordered by you to be delivered to the person and address you give **4science** at the time you make your order.

4science products are sold on a Delivery Duty unpaid basis. For goods delivered outside of the EU, the recipient may have to pay import duty or a formal customs entry fee prior to or on delivery. Additional taxes, fees or levies may apply according to local legislation; you will be responsible for both customs clearance and payment of customs duties and local taxes. **4science** has no control over additional charges in relation to customs clearance.

Delivery will be made as soon as possible after your order is accepted and in any event within thirty days of despatch of the order. All delivery times quoted on the website are estimates only, based on availability, normal processing and delivery companies.

You will become the owner of the goods you have ordered when the goods are despatched to you from **4science**.

LIABILITY

If the goods are not what you ordered or are damaged or defective or the delivery is of an incorrect quantity, **4science** shall have no liability to you unless you notify the problem, in writing to admin@4science.org.uk within seven working days of the delivery of goods in question. Failure to do so will deem that you have accepted the goods.

If you do not receive goods ordered by you within thirty days of the date on which they were despatched to you, **4science** shall have no liability to you unless you notify **4science** in writing at 6 The Courtyard, Dean's Farm, Stratford sub Castle, Salisbury SP1 3YP within forty days of the date on which the goods were despatched to you.

If you notify a problem to **4science** under this condition, the only obligation of **4science** will be at its option to make good any shortage or non-delivery, to replace or repair any goods that are damaged or defective, or to refund to you the amount paid by you for the goods in question to the original method of payment or by cheque.

4science will not be liable to you for any indirect or consequential loss or damage arising out of any problem you notify under this condition and **4science** shall have no liability to pay any money to you by way of compensation other than to refund to you the amount paid by you for the goods in question under the previous paragraph.

Nothing in this condition is intended to limit any rights you might have as a consumer under applicable local law that may not be excluded or in any way to exclude or limit **4science** liability to you for any death or personal injury resulting from its negligence.

Nothing in this contract creates any right which is enforceable by any person who is not a party to the contract.

FORCE MAJEURE

4science shall have no liability to you for any failure to deliver goods you have ordered or any delay in doing so or for any damage or defect to goods delivered that is caused by any event or circumstance beyond its reasonable control.

INVALIDITY

If any part of these conditions is unenforceable (including any provision in which **4science** excludes its liability to you) the enforceability of any other part of these conditions will not be affected.

COMPLAINTS

If you have a complaint, please contact the Senior Administrator at 6 The Courtyard, Dean's Farm, Stratford sub Castle, Salisbury SP1 3YP

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PRIVACY POLICY

We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998. Any information you provide to **4science** will only be used within **4science**. Your information will be only be disclosed if we are obliged or permitted by law.

DATA COLLECTION

Personal data

All personal data is collected and stored in line with the Data Protection Act 1998.

When you place an order, we need to know your name, delivery address, e-mail address and telephone number. Credit and Debit card details are held by PayPal.

This data will be used for the following purposes:

- Completion and support of the current activity.
- Website and system administration.
- Research and development.

This data is collected from all web users. Web access logs are used for statistical purposes only (e.g. to measure the use/performance of the site) except in the event of a security breach when they could be used for the purpose of tracing the breach. No information gathered from web logs is given or sold to any third party.

Any personal information that you provide to us will only be used for the purpose stated at the time we request it. This information will not be disclosed to a third party except where authorised by you or as otherwise permitted by the Data Protection Act.

If you subscribe to our mailing list you may be asked to specify the areas in which you are interested so that we can tailor the information which we send to you to cover the topics and books in which we believe you might be interested.

We do not pass on your personal data to any third party companies.

Your consent

By submitting your information and using our website, you consent to the collection, storage and processing of your personal information by us in the manner set out in this Policy. If we change our Privacy Policy we will post the changes on this website so that you are always aware of what information we collect, how we use and under what circumstances we disclose it.

GOVERNING LAW

The contract between you and **4science** shall be governed by and interpreted in accordance with English law, and the English courts shall have jurisdiction to resolve any disputes between us.

INVALIDITY OF TERMS AND CONDITIONS

If for any reason part of these terms and conditions is unenforceable, the validity of the remaining terms and conditions shall not be affected.

ENTIRE AGREEMENT

In the above statements:

4science is the trading name of Ken Gadd Associates Limited

Trading address: 6 The Courtyard, Dean's Farm, Stratford sub Castle, Salisbury SP1 3YP

Registered office: Motivo House, Alvington, Yeovil, BA20 2FG

Company registration number: 3969954

VAT registration: 742 3883 21

These terms and conditions, together with the current **4science** website prices, delivery details and contact details, set out the whole of our agreement relating to the supply of the goods to you by **4science**. These terms and conditions cannot be varied except in writing signed by a director of **4science**.

INTERPRETATION

In these terms and conditions:

- 'working day' means every day of a calendar year apart from weekends and statutory and public holidays
- 'us' and 'we' mean Ken Gadd Associates Limited (4science)
- 'you' and 'your' mean the person or organisation ordering goods under these terms and conditions