

## General terms and conditions Het PR Bureau

**Article 1** These general terms and conditions of Het PR Bureau B.V., hereinafter called Het PR Bureau, are available for perusal at the reception of Het PR Bureau B.V. in Amsterdam (1018 CP) on Henri Polaklaan 13.

**Article 2** These general terms and conditions are applicable to all services provided by or on behalf of Het PR Bureau. Het PR Bureau shall to the best of its ability provide the Client advice in the field of public relations. Het PR Bureau gives no guarantee concerning the results of the order.

**Article 3** The general terms and conditions of Het PR Bureau are on behalf of:

The companies with which Het PR Bureau has or has had a management contract, including their managers and shareholders;

All employees, former employees and others who in some way are/were working for or are/were associated with or are/were employed by Het PR Bureau and their heirs.

**Article 4** When hiring third parties, Het PR Bureau shall as much as possible first consult with the relevant client, and shall in any case take the necessary caution in its choice of third parties. Het PR Bureau is not liable for shortcomings of said hired third parties.

**Article 5** Unless otherwise agreed in writing, Het PR Bureau works on the basis of an hourly fee multiplied by the number of hours worked for the client. When giving an assignment to Het PR Bureau, the client accepts that Het PR Bureau may change its rates.

**Article 6** Het PR Bureau invoices monthly, whereby a payment period applies of fourteen days. Het PR Bureau is authorised to request an advance for (further) work. In the absence of payment within the stated period, the client is legally in default, without the need for specific notice of default. The client then owes arrears interest at a rate of 1% of the principal amount owed per month, with part of the month being considered a full month. The client then owes extrajudicial collection costs at a rate of 15% of the principal amount plus arrears interest.

**Article 7** In case of non-payment or late payment of invoices, whether they relate to the current contract or not, Het PR Bureau has the right to suspend or terminate the work. This does not affect the obligation of the client to pay the outstanding invoices/invoices still to be sent. Het PR Bureau is authorised to adjust the advance paid by the client against unpaid invoices of the client in the relevant order or other orders.

**Article 8** Het PR Bureau is not liable for loss incurred by the client as a consequence of shortcoming, tort or otherwise, unless said loss is directly and exclusively the consequence of intent, gross negligence or deliberate recklessness on the part of Het PR Bureau. To the extent that Het PR Bureau should be required to pay any damages on the basis of defects in services provided, such damages are limited to maximally the invoice amount that applies to the delivered services. Het PR Bureau is in any case never liable for a higher amount than would be paid out on the basis of its liability insurance.

Het PR Bureau is not liable for loss incurred due to exceeding time limits, nor for consequential or indirect loss, including loss for lost profit or missed savings.

**Article 9** The client indemnifies Het PR Bureau against claims from third parties that stem from or are associated with advice provided by Het PR Bureau.

**Article 10** The legal relationship between the client and Het PR Bureau is governed solely by the laws of the Netherlands. Disputes relating to or arising from the legal relationship between the client and Het PR Bureau shall be exclusively submitted to the competent court in Amsterdam.