

Terms and Conditions for Quotations — Travel Costs

1. Purpose

These Terms and Conditions explain how **travel costs** are handled in relation to quotations provided by **Ceba Projects**. They form part of any quotation and apply unless otherwise agreed in writing.

2. Definitions

Client — the person or entity requesting the quotation. **Travel costs** — reasonable costs incurred by Ceba Projects for travel to and from the Client's site or meeting location, including but not limited to mileage, fuel, tolls, parking, public transport fares, accommodation (if required), and reasonable subsistence. **Proceed with services** — the Client accepts the quotation and instructs Ceba Projects to commence the contracted works or services.

3. Quotation and Travel Cost Estimates

- **3.1** Any quotation that requires travel will include either a **fixed travel fee** or an **estimated travel cost** itemised separately.
- **3.2** Estimated travel costs are based on the information available at the time of quotation. Actual travel costs may vary; Ceba Projects will use reasonable efforts to keep costs within the estimate.

4. Invoicing of Travel Costs Prior to Acceptance

- **4.1** Where travel is required before the Client has accepted the quotation (for site visits, surveys, meetings, or investigations), Ceba Projects may invoice the Client for travel costs incurred.
- **4.2** Such travel invoices are payable in accordance with the payment terms stated on the invoice.

5. Deduction from Service Fee on Acceptance

- **5.1** If the Client accepts the quotation and proceeds with Ceba Projects' services, any travel costs previously invoiced and paid by the Client will be **credited** and **deducted** from the first service invoice or otherwise applied against the total contract sum.
- **5.2** The deduction will be shown as a separate line item on the Client's first service invoice or final account.

6. Unpaid Travel Costs on Acceptance

- **6.1** If travel costs were invoiced but remain unpaid at the time the Client proceeds with services, the outstanding travel costs will be added to the first service invoice and remain payable under the standard payment terms.

7. Cancellation and Rescheduling

- **7.1** If the Client cancels or reschedules a pre-acceptance visit or meeting with less than the notice period stated in the quotation (or, if no notice period is stated, with less than 48 hours' notice), the Client will be liable for any non-recoverable travel costs incurred by Ceba Projects.
- **7.2** Where Ceba Projects cancels or reschedules, no travel costs will be charged to the Client for that cancelled visit.

8. Receipts and Evidence

- **8.1** On request, Ceba Projects will provide reasonable evidence of travel costs incurred (for example, mileage records, fuel receipts, toll receipts, accommodation invoices).
- **8.2** Ceba Projects will redact any sensitive personal information from receipts where appropriate.

9. Additional Expenses

- **9.1** Any additional expenses reasonably incurred in connection with the provision of services (e.g., specialist surveys, permits, third-party fees) will be charged to the Client and will be either included in the quotation or invoiced separately with supporting documentation.

10. Taxes and Duties

- **10.1** All travel costs and other charges are exclusive of applicable taxes, duties, or levies unless otherwise stated. Any such taxes are payable by the Client in addition to the amounts invoiced.

11. Payment Terms and Late Payment

- **11.1** Payment terms for travel costs follow the payment terms set out in the quotation or invoice.
- **11.2** Late payment of travel costs or service invoices may attract interest or recovery costs in accordance with the terms of the quotation or applicable law.

12. Dispute Resolution

- **12.1** Any dispute arising from travel costs or their application to service fees should be raised promptly in writing. Ceba Projects and the Client will attempt to resolve disputes amicably.

- **12.2** If unresolved, disputes will be dealt with in accordance with the dispute resolution clause in the main contract or quotation.

13. Governing Law

These Terms and Conditions are governed by and construed in accordance with the laws of the Republic of South Africa.

14. Acceptance

By requesting or accepting a quotation from Ceba Projects that includes travel, the Client acknowledges and accepts these Terms and Conditions.

Prepared for: Ceba Projects **Effective:** Immediately upon inclusion in a quotation

Signature block for Client

Client signature (wet or electronic): _____ **Print name:**

_____ **ID number / Company registration number:**

_____ **Date:** _____

Signature block for Ceba Projects (for office use)

Authorised signatory: _____ **Print name:**

_____ **Position:** _____ **Date:**

Electronic signatures and signed copies

- **Electronic signatures accepted:** Ceba Projects accepts electronic signatures (for example: DocuSign, Adobe Sign, scanned wet signatures, or other secure electronic signing methods) provided the signature is attributable to the Client and the signed document is retained.
- **Retention:** A signed copy (electronic or paper) will be retained by Ceba Projects as the record of acceptance. The Client should retain a copy for their records.