



How to Order Your MVHR System - Terms & Conditions

This Quotation is valid for 60 days from date of issue

We require 14 days notice and written confirmation per attached Order Form to process your order.

If budget quote based on sketch plans and not scaled plans, we will require full set of scaled drawings to complete final costing and design.

Please complete and return the enclosed Order Form by fax or post.

Payment of Materials

On receipt of your order a pro-forma invoice will be issued to cover the total cost of the materials and/or autocad design.

The total amount must be paid in full for goods to be handed over or delivered to site.

Cheque Payments should be made to "Paragon Systems (Scotland) Limited".

Installation Payment (if applicable) is due on completion or within 14 days of date of invoice.

Vat on New Private Dwellings

When Paragon Systems supply & install the system in a **new** private dwelling and the owner invoiced, this can be zero rated.

Drawings

On acceptance of the quotation for a supply only, design drawings will be returned along with the list of Materials pertaining to the design. Any deviation during installation from the design resulting in additional materials being required will be charged.

Installation by Paragon Systems Includes:

One Visit to 1st Fix Installation of the Pipework. Second Visit to complete and balance/commission system also demonstrate on Use, Care & Maintenance to Customer. Customer to be available at 2nd visit for demonstration and acceptance/payment of installation.

Installation by Paragon Systems Excludes:

Fused outlet (on its own circuit) by HRV Unit to be by Electrical Contractor.

Any builder/joiner works.

Guarantees

The Unit is guaranteed for 2 years against manufacturing defect - excludes misuse & exterior damage.

Filters should be cleaned at intervals and new cloth filters replaced 12-18 months depending on use.

Call Out Charges

Should a call out be deemed necessary - the above guarantee applies to all relevant equipment supplied by Paragon Systems.

Should the fault to be found to be of a building nature and not the fault of the Paragon installation, the fault to be advised to the contractor/customer. Paragon Systems shall duly raise an invoice for time travel and/or equipment required.

Order Form

Paragon Systems (Scotland) Limited
Corbie Cottage
Maryculter
Aberdeen AB12 5FT

Tel 01224 735536
Fax 01224 735537

We must be in receipt of your confirmation Order Form for the order to be processed.
To assist in prompt delivery of your system, we require **minimum 21** days notice.

Project Reference/Quotation No : _____

Date System Required : _____

Name & Address (for Invoice Purposes) : _____

Telephone Number : Day _____ Evening _____

Site Delivery Address : _____

Additional Accessories Required: Summer Block _____

Additional Cloth Filter _____

By signing below, I hereby agree to the above terms & conditions.

Signed _____

Print Name _____

Date _____