

Date:

QMed Services Pvt. Ltd
A-3, Shubham Centre
Cardinal Gracious Road
Chakala, Andheri East
Mumbai 400099
Ph: 40054474/75

Subject: Document Delivery – for our company

We have gone through your proposal for providing articles for our company's use. We are interested in your scheme.

Declaration

We declare that we understand, acknowledge and will ensure the following:

General:

About articles:

QMed will provide publisher generated pdfs where possible; otherwise soft copies will only be scanned images of articles.

Placing orders: We will

- Register online (www.qmedin.com) for requesting articles from QMed.
- Provide you with a list of names and email addresses of people in our organization who will be authorized to request the articles.
- Ensure that we adhere to all the guidelines provided by QMed for online ordering of the articles.

Articles received:

- On receiving an article, we will provide it to the individual for whom we make the request.
- We will neither retain copies nor make further copies for others.
- In case we need multiple copies for distribution, we will get your guidance on procedures involved.

Payments:

- We will formalize a process within our department for someone to authorize payments, in case the person who ordered the article is on leave / official tour.
- We will formalize a process with our Finance Department and ensure that we pay each bill at the earliest and definitely within 21 days of the date of the invoice. We understand that failure to pay within 21 days will invoke a suspension of services and an interest levied by QMed Services Pvt Ltd.
- We understand that GST maybe applicable as per requirement of GST laws and agree to pay the same

Costs / delivery time: We understand that:

- While the average turn around time for delivery of articles is 12-48 working hours, there will be occasions when delivery may take longer.

- Almost all articles will be made available at a cost of Rs. 2300/- per article plus GST as applicable. However on rare occasions / for certain specific journal titles, if an article costs more, QMed will contact us and get an approval before ordering at a higher cost.

Our Details:

Address for invoices:

Names and email addresses of people authorized to request articles:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature (Head / Authorized official)

Name/Designation