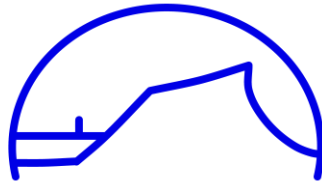


CLEVEDALE VETERINARY PRACTICE

A.I. KNOX BVMS, MRCVS
L. METCALFE BVMS, MRCVS
A. BARBER BVMS, MRCVS
Dr P.K DYSON BVMS, Cert EM
(IntMed), Cert ES
(Orth), PhD, MRCVS



Home Farm, Upleatham,
Redcar, Cleveland. TS11 8AG.

Tel No: 01287 623802
Fax No: 01287 625578
www.clevedalevets.co.uk

TERMS & CONDITIONS

This document details our Practice Terms and Conditions. Being a mixed Practice, some aspects of the Terms may not be relevant to you and we request that you ask for further explanation/clarification if required. By accepting our services and/or purchase of goods you are contractually agreeing to Clevedale Veterinary Practice Terms of Business as printed below.

Fees

All fees, consumables and drug charges are subject to VAT at the current rate. Professional fee levels are determined by the time spent on a case and according to the drugs, resources, materials and consumables used. Details of our fees are available on request and a detailed invoice is generated and issued for every consultation, procedure or transaction.

Whenever possible we can give you an estimate of the costs (not a quotation) of treatment but this will only be approximate as variations and complications may arise resulting in further costs incurred.

Out-of-hours fees are charged when a veterinary surgeon is called to attend to your animal(s) outside of the normal surgery hours (Normal Surgery hours are Monday to Friday 8.30 am – 6.00 pm. Saturday 8.30 am – 12 noon).

There are occasions when we incur costs on your behalf, such as tests performed at specialist laboratories and these will be invoiced to you at a later date.

In giving instructions, either in person or by your agent, for an animal to be treated, you will be responsible for our charges.

Payment Terms

Professional fee levels are determined by the time spent on a case and according to the drugs, resources, materials and consumables used. Details of our fees are available on request and a detailed invoice is generated and issued for every consultation, procedure or transaction.

Payment of invoices: **Farm accounts** – payment of invoices is due within 28 days of the date of invoice.



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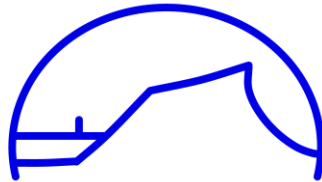
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Upleatham & Whitby

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Equine accounts – payment of invoices due within 28 days of the date of invoice. Vaccination services shall be paid at the time of the appointment.

Small animal accounts – accounts are due for settlement at the end of the consultation, the discharge of your pet or upon collection of drugs/diets.

We reserve the right to charge an administration fee of 5% on balances remaining unpaid 30 days after the date of the invoice. Non-payment after 60 days will result in court action, incurring additional administration charges which will be added to the total debt.

Overdue accounts, after due notice to you, will be referred to the County Courts if satisfactory repayment arrangements have not been made with ourselves and all costs incurred will be passed to you.

Any cheque which you issue which is returned unpaid, any credit/debit card payment not honoured and any cash tendered that is found to be counterfeit will result in your account being restored to the original amount together with any fees incurred in the process.

Failure to comply with payment terms may result in you no longer being able to have credit facilities with the Practice so all treatments will then have to be paid for at every supply of goods and services or the complete withdrawal of our services.



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New Clients

We accept new clients, who have completed our registration form and given credit/debit card details for settlement of all invoices in the first 3 months and/or until an acceptable credit rating has been established.

Details, including relevant medical history, may be obtained from the previous attending Veterinary surgeon, unless we are advised otherwise by you in writing.

Methods of Payment

Our preferred method of payment is by Debit Card or Cash, Visa, Maestro or Switch. We also accept payment by Credit Card, cheque or bank transfer. We can provide you with banking details for you to make electronic payment through internet banking.

Inability to Pay

If, for any reason, you are in the unfortunate position of being unable to settle an outstanding account, or further treatment required by your animal please call the Practice straight away to discuss this matter with either a Partner or the Practice Manager. Please be advised that installments or part-payments of any accounts can only be sanctioned with the express permission of the Partners. Late payment surcharges will still be levied onto your account each month until the account is paid off in full.

Disputes

Any dispute with fees/service presented must be put in writing to the Practice Manager within 3 days of receiving the invoice. Where any dispute is not proven and as a result the payment is late, then overdue accounts procedure will become effective. Therefore clients are always advised to settle their account on time, and if there is a dispute this payment being made without prejudice.

Complaints & Standards

We hope that you never feel the need to complain about the standard of service received from Clevedale Veterinary Practice. However, if you feel that there is something you wish to complain about, please direct your comments in the first instance to the Practice Manager.

Instructions



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In certain situations we understand that requests will be made by persons acting as your agent, such as farm manager, stable manager or stable owner. We will assume, unless advised in writing by yourself, that they have your authority and are acting in your interest and on your behalf.

We cannot accept instructions from anybody under the age of 18 years.

It is the client's responsibility to keep their account update with current contact details.

Termination of Service

You can ask us to stop treatment of your animal(s) at any time, likewise we can stop treatment if you do not accept our advice, fail to pay your account within the 28 day period or if we are prohibited by law from doing any further work. Also we will stop treatment, if sadly, the relationship between you and us breaks down. On termination of work we will invoice you for any work already done and we reserve the right to hold your animal(s) records, x-rays, etc.

Medications and Prescriptions

Prescriptions are available from this Practice. The fee for a written prescription is £10.80 (including VAT).

You may obtain Prescription Only Medicines, category V (POM-V) from your veterinary surgeon or ask for a prescription and obtain these from another veterinary surgeon or pharmacy. Your veterinary surgeon may only prescribe POM-Vs for animals under his/her care. A prescription may not be appropriate if your pet is an in-patient or immediate treatment is necessary.

You will be informed, on request, of the price of any medication that may be prescribed for your animal(s).

We can only prescribe medications for animals that are registered with our Practice and have already been treated and/or inspected by one of the Practices Veterinary Surgeons. To comply with current RCVS regulations we cannot supply medication or prescription without first seeing the animal.



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The policy of this Practice is to re-assess any animal requiring repeat prescriptions every six months and you will be charged the normal call-out charge together with a re-examination fee. This is to comply with new Government legislation and thus cannot be avoided.

We ask that you give us 24hrs notice when ordering repeat prescription drugs either for collection from the office or to be posted. All drugs must be approved by one of the Veterinary Surgeons before our Reception staff are authorized to issue them to you and in some cases, we may have to order the drugs into stock so please do allow enough time.

Equine and Small Animal Clients - All drugs have to be paid for at time of collection.

Treatment

Subject to our professional duties as Veterinary surgeons, we reserve the right to make final decisions on treatment.

We retain the responsibility for radiographs and ultrasound scans, but at your request these can be forwarded to another Veterinary surgeon.

Equine Pre-purchase examinations

Information pertaining to equine pre-purchase examinations remains the property of the individual instructing the Practice. If the horse being vetted is known to the Practice, should the prospective purchaser ask, we have to disclose the clinical history to them. Should this request be refused by you, the Vendor, then we will decline to carry out the vetting for the prospective purchaser.

Equine pre-purchase services shall be paid for on receipt of the pre-purchase report.

Equine Vaccinations

Once horses have had their 3rd injection, we will send out reminder cards for annual vaccinations as a courtesy but it is the Owner's responsibility to ensure that their horses are kept up to date with vaccinations before the expiry date, as marked in the horse's passport. Please have the passport with you when the Vet attends to do the annual booster.



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We do not provide routine horse work on a Saturday morning.

Vaccination services shall be paid for when booking your appointment.

Insurance

It is your responsibility to submit claims to your insurer and to be reimbursed by them. To defer this requirement, this will only be considered on the basis that the insurance form is signed so payment is made direct to this Practice and that your insurance company has agreed to the claim in principle. You will be required to pay the excess and any costs not covered by insurance i.e. livery fees and any part of the claim that has been rejected by your insurance company for whatever reason.

We are unable to liaise or negotiate with the insurance company on your behalf but we are happy to answer any veterinary queries where necessary free of charge. Please be aware that your insurance company will request the clinical history from us so do make sure you have answered all questions on the claim or renewal forms correctly with regard to any previous claims, treatments etc concerning the horse you are making the claim for. Any discrepancies may cause a delay or rejection of your claim. Clevedale Veterinary Practice accepts no liability if your claim should be rejected, either in part or full and will ask that any outstanding invoices be settled in full for any veterinary treatment we have given to your animal(s).

It is the responsibility of you, the policy holder, to ensure that your insurance company settle your account promptly and please be aware that you will be liable for any late payment surcharges on your account. Should the account remain unpaid for more than 90 days, we will ask you for full settlement to prevent any debt recovery action being taken.

Data Protection

We promise to use client details only for the purpose of our business. We will not intentionally pass any details to third parties, unless specifically detailed below, without your permission. We may, from time to time send you veterinary information that would be relevant to you. We aim to maintain your details correct on our database. You, the client, will provide us with correct and updated personal information to allow us to provide our services to you. These include name, contact details, animal details, details of



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owners or those looking after the animals and details of any other vet the animal has been registered with.

Ownership or Records

Case records, x-rays, scans and similar documents are the property of, and will be retained by Clevedale Veterinary Practice. Even though a charge may be made for carrying out and interpreting the results, ownership of the resulting record (eg: an x-ray or ultrasound scan) remains the property of the practice. Upon request, copies of records with a summary of the history of your animal(s) will be passed on to another veterinary surgeon taking over the treatment and care of your animal(s).

Previous Medical History

By registering as a client Clevedale Veterinary Practice has permission to contact your previous vet(s) for any relevant medical history.

Variation in Terms and Conditions of Business

No addition or variation of these conditions will bind the Practice unless specifically agreed in writing by the Partners Clevedale Veterinary Practice. Additionally no agent or person employed by or under contract with the Practice have the authority to alter or vary these terms and conditions in any way.

Terms & Conditions may be revised from time to time and will be posted on the web site (www.clevedalevets.co.uk). No variations to these terms and conditions will bind Clevedale Veterinary Practice unless specifically agreed in writing



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