

# Terms and Conditions

## Introduction

4R Office is a trading name of 4R Future Ltd.

## Definitions

1. "Buyer" means the person who contracts with 4R Office.
2. "Contract" means the contract between 4R Office and the Buyer.
3. "Goods" means the Goods which are the subject matter of the contract sold to the Buyer by 4R Office.

## Information on the Website

Whilst every effort is made to update the information contained on this website, neither 4R Office nor any third party, data or content provider make any representations or warranties, whether express, implied in law or residual, as to the sequence, accuracy, completeness or reliability of information, opinions, research information, data and/or content contained on the website (including but not limited to any information which may be provided by any third party or data or content providers) ("information") and shall not be bound in any manner by any information contained on the website.

4R Office reserves the right at any time to change or discontinue without notice, any aspect or feature of this website. No information shall be construed as advice and information is offered for information purposes only and is not intended for trading purposes.

You and your business rely on the information contained on this website at your own risk. If you find an error or omission at this site, please let us know.

## Privacy

Your privacy is important to us. We understand that any information you may provide is sensitive and so we commit to only use it for internal purposes.

Please ask to see our Privacy statement.

## Cookies

"Cookies" are small encrypted data files (containing references to user ID information supplied by the user and stored on our secure server) that may write to your hard drive once you have accessed a site. 4R Office uses cookies to enhance your shopping experience with us. Cookies are used to keep track of your shopping

cart and to save your password so you do not have to re-enter it each time you visit [www.4roffice.co.uk](http://www.4roffice.co.uk).

If you prefer not to accept a cookie, you can set your web browser to warn you before accepting cookies or you can refuse all cookies by turning them off in your web browser.

### **Product and Service Information**

Some products offered on [www.4roffice.co.uk](http://www.4roffice.co.uk) may be available in select stores throughout the United Kingdom, however, range prices and availability may vary. Prices shown on [www.4roffice.co.uk](http://www.4roffice.co.uk) apply to the products and services on [www.4roffice.co.uk](http://www.4roffice.co.uk) and may change at any time without notice.

We attempt to display all products shown on [www.4roffice.co.uk](http://www.4roffice.co.uk) accurately. However, because of the technical differences in the equipment of our customers, we cannot be responsible for photographic differences in size, shape or colour of the products.

The receipt of an email order confirmation is simply recognition that we have received your requested order, and does not constitute an offer to sell or an acceptance of your offer to purchase any such products. We reserve the right to limit the quantity of any item sold, or prohibit a sale altogether, including but not limited to prohibiting sales to resellers.

### **Credit Accounts**

4R Office will send a consolidated invoice for a given month and payment is due by the end of the following month.

### **Returns policy**

If you should have a reason to return any product please have a look at the Returns Policy to show you how to do it.

### **Trademarks**

The trademarks, names, logos and service marks (collectively "trademarks") displayed on this website are registered and unregistered trademarks of 4R Future Ltd. Nothing contained on this website should be construed as granting any licence or right to use any trademark without the prior written permission of 4R Future Ltd.

### **External Links**

4R Office is not responsible for the content of any sites that may be linked to or from [www.4roffice.co.uk](http://www.4roffice.co.uk), or any bulletin board associated with 4R Office. These links are

provided for your convenience only and you access them at your own risk. In addition, a link to any other web site does not imply that 4R Office endorses or accepts any responsibility for the content or use of such other web site.

When visiting external links you must refer to that external websites terms and conditions of use.

No hypertext links shall be created from any website controlled by you or otherwise to this website without the express prior written permission of 4R Office. Please contact us if you would like to link to this website or would like to request a link to your website.

### **Public Forums and User Submissions**

4R Office is not responsible for any material submitted to the public areas by you (which include bulletin boards, hosted pages, chat rooms, or any other public area found on the website. Any material (whether submitted by you or any other user) is not endorsed, reviewed or approved by 4R Office.

4R Office reserves the right to remove any material submitted or posted by you in the public areas, without notice to you, if it becomes aware and determines, in its sole and absolute discretion that you are or there is the likelihood that you may, including but not limited to -

**11.1** defame, abuse, harass, stalk, threaten or otherwise violate the rights of other users or any third parties;

**11.2** publish, post, distribute or disseminate any defamatory, obscene, indecent or unlawful material or information;

**11.3** post or upload files that contain viruses, corrupted files or any other similar software or programmes that may damage the operation of 4R Office and/or a third party's computer system and/or network;

**11.4** violate any copyright, trade mark, other applicable **Great Britain** or international laws or intellectual property rights of 4R Office or 4R Future Ltd or any other third party;

**11.5** submit contents containing marketing or promotional material which is intended to solicit business.

### **Specific Use**

You further agree not to use the website to send or post any message or material that is unlawful, harassing, defamatory, abusive, indecent, threatening, harmful, vulgar, obscene, sexually orientated, racially offensive, profane, pornographic or violates any applicable law and you hereby indemnify 4R Office against any loss, liability, damage or expense of whatever nature which 4R Office or any third party

may suffer which is caused by or attributable to, whether directly or indirectly, your use of the website to send or post any such message or material.

## **Warranties**

4R Office makes no warranties, representations, statements or guarantees (whether express, implied in law or residual) regarding the website, the information contained on the website, your personal information or material and information transmitted over our system.

## **Disclaimer of Liability**

4R Office shall not be responsible for and disclaims all liability for any loss, liability, damage (whether direct, indirect or consequential), personal injury or expense of any nature whatsoever which may be suffered by you or any third party as a result of or which may be attributable, directly or indirectly, to your access and use of the website, any information contained on the website.

## **Use of the Website**

4R Office does not make any warranty or representation that information on the website is appropriate for use in any jurisdiction other than the UK. By accessing the website, you warrant and represent to 4R Office that you are legally entitled to do so and to make use of information made available via the website.

## **Entire Agreement**

These website terms and conditions constitute the sole record of the agreement between you and 4R Office in relation to your use of the website. Neither you nor 4R Office shall be bound by any express, tacit or implied representation, warranty, promise or the like not recorded herein. Unless otherwise specifically stated these website terms and conditions supersede and replace all prior commitments, undertakings or representations, whether written or oral, between you and 4R Office in respect of your use of the website.

## **Alteration**

4R Office may at any time modify any relevant terms and conditions, policies or notices. You acknowledge that by visiting the website from time to time, you shall become bound to the current version of the relevant terms and conditions (the "current version") and, unless stated in the current version, all previous versions shall be superseded by the current version. You shall be responsible for reviewing the then current version each time you visit the website.

## **18 Conflict**

Where any conflict or contradiction appears between the provisions of these website terms and conditions and any other relevant terms and conditions, policies or notices, the other relevant terms and conditions, policies or notices which relate specifically to a particular section or module of the website shall prevail in respect of your use of the relevant section or module of the website.

### **Waiver**

No indulgence or extension of time which either you or 4R Office may grant to the other will constitute a waiver of or, whether by estoppel or otherwise, limit any of the existing or future rights of the grantor in terms hereof, save in the event or to the extent that the grantor has signed a written document expressly waiving or limiting such rights.

### **Cession**

4R Office shall be entitled to cede, assign and delegate all or any of its rights and obligations in terms of any relevant terms and conditions, policies and notices to any third party.

### **Severability**

All provisions of any relevant terms and conditions, policies and notices are, notwithstanding the manner in which they have been grouped together or linked grammatically, severable from each other. Any provision of any relevant terms and conditions, policies and notices, which is or becomes unenforceable in any jurisdiction, whether due to voidness, invalidity, illegality, unlawfulness or for any reason whatever, shall, in such jurisdiction only and only to the extent that it is so unenforceable, be treated as pro non scripto and the remaining provisions of any relevant terms and conditions, policies and notices shall remain in full force and effect.

### **Applicable laws**

Any relevant terms and conditions, policies and notices shall be governed by and construed in accordance with the laws of **Great Britain** without giving effect to any principles of conflict of law. You hereby consent to the exclusive jurisdiction of the High Court of **Great Britain** in respect of any disputes arising in connection with the website, or any relevant terms and conditions, policies and notices or any matter related to or in connection therewith.

## **Comments or Questions**

If you have any questions, comments or concerns regarding your privacy or any other relevant terms and conditions, policies and notices or the way in which we are handling your personal information please contact us.