



American Foundation Research Services

Client Information Form

Organization Name: _____

Contact Name: _____ **Position:** _____

Address: _____

_____ **Postcode:** _____

Telephone: _____ **Fax:** _____

Email: _____ **Website:** _____

Services Required: Search: Grant Search: Search Plus:

A short description of your organization and projects including what you do and where you do it:
(Please use additional sheet if required)

Please enter 6 words that best describes your organizations work/interests:

***Are you supported by or affiliated to a 501(c)(3) organization? Yes/No**

***If Yes, what is the name of the organization?**

Grant Search:

Please provide the names of up to 10 national/international organizations whose work and Interests are similar to your own:

Please email your completed form to research@chapel-york.com

Please note: By returning this completed form you agree to Chapel & York's Standard Terms & Conditions, a copy of which is included here.

*For further information about 501(c)(3)'s, please go to our website at www.chapel-york.com



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OF CHAPEL & YORK LIMITED**

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2. Chapel & York will provide the service(s) agreed mutually between the client and Chapel & York for the sum(s) stated. Chapel & York requires confirmation from the client before starting any work.
3. The client will pay Chapel & York within 30 days of the receipt of an invoice for sum(s) agreed. When required, Value Added Tax will be charged at the appropriate UK rate.
4. Chapel & York will make either an inclusive charge for work agreed with the client in writing or an hourly rate. Chapel & York will inform the client in writing when an hourly rate will be charged. Chapel & York will provide an itemized account to the client when an hourly rate is charged.
5. All reasonable subsistence, travelling and other expenses incurred by Chapel & York will be reimbursed in full within 30 days upon receipt of a written request to that effect by Chapel & York to the client, provided that the client shall not be liable to indemnify Chapel & York for any expenses without such expenditure being approved in advance by the client.
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12. Either party may terminate an agreement by giving 30 days notice in writing. Items 3, 4, 7, 9, 10 & 11 survive termination.
13. The law relating to these Terms shall be the law of England and the parties must submit to the exclusive jurisdiction of the courts in London.

We confirm that we hereby accept the above Terms & Conditions

SignedPosition Date

Organization

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