



Chest Order Form

Brill Agreement 2013 – January 2019 revision

Please send the completed form to help@eduserv.org.uk together with your corresponding purchase order.

1. **Licensee details.** Institution name:

Postal address for invoice:

.....

Email address to where invoice may be sent:

2. Admin, finance and technical contacts for Licensee:

	Admin Contact	Finance Contact
Name:		
Position:		
Dept:		
Phone:		
Email:		
	Main Technical Contact	Deputy Technical Contact
Name:		
Position:		
Dept:		
Phone:		
Email:		

3. Licensor and Product Details: Koninklijke Brill N.V. **For support:** phone (+31) 715 353 578 or email brillonline@brill.com. Licensees may reasonably expect queries to be answered within one working day. **The Products offered are Brill eBook Collections, Hague Academy Collected Courses Online and Reference Works from Brill Online.**

4. Please state your requested Licence Commencement Date:.....

Allow five working days from receipt of this Order Form by Eduserv.

5. Licence term. The initial term for Licences for annual subscriptions is from the Licence Commencement Date shown on this Order to the following 31 December. The whole Licence term is until 31 December 2021. Eduserv will invoice Licensee on receipt of this Order Form. Subsequently, Eduserv will invoice Licensee three months in advance of the expiry of a term on or around the preceding 1 October. The term for Licences for outright purchases is in perpetuity from the Licence Commencement Date shown on the Order, subject to the payment of any additional annual platform fee. Monthly prorating applies to products licensed by annual subscription where Licensee takes a subscription partway through a licence year (calendar year).

6. Fees. Please see the Eduserv Chest website. State in the box below what you wish to subscribe to/purchase and state also the applicable fee (in Euros (€s)):

Fees shown on the Eduserv Chest website are denominated in Euros (€s). Please tick this box if you wish to be invoiced in UK Pounds (£s):	
------------------------------------------------------------------------------------------------------------------------------------------------------------	--

7. Purchase order number (show PO number if PO is not attached or state “purchase orders not required”):

.....
 Please make this Purchase Order payable to “Eduserv” and ensure it covers the full cost of all charges plus VAT. If your institution has a “no PO, no pay” policy, please ensure that you provide valid POs to Eduserv Chest to cover subsequent Licence Terms commencing 1 January by no later than the preceding 1 October, when our invoices are scheduled to be raised. Eduserv understands POs are an important part of Licensee payment processing. All terms contained on a PO are expressly rejected and do not form part of the Licence or vary the Licence terms in any way.

8. The Fee for early termination in accordance with clause 10.4 of the Terms and Conditions for the Standard Chest Licence for Online Resources is nil. Please note that this clause has been amended. The notice period under this agreement is ninety days, not sixty.

9. Clause 2.2(m) of the Terms and Conditions for the Standard Chest Licence for Online Resources is amended to insert the words “in the UK” between the phrases “another library” and “by post”.

10. The Fee for retention rights upon termination in accordance with clause 10.5 of the Terms and Conditions for the Standard Chest Licence for Online Resources is nil.

11. Alumni use is allowed under the standard licence and is included in the Fee.

12. Access method. Please state details:

Enter details for OpenAthens Federation (OAFed) or UK Access Management Federation (UKFed). Tick the relevant box below to indicate which you are entering details for:			
OAFed:		UKFed:	
Entity ID		Scope	
IP address range:			

13. Notes: all prices are in Euros (€s); and all prices exclude VAT which shall apply at the appropriate rate; and payments are due within thirty days of invoice date. Recipients of late payments are entitled to interest in accordance with UK statutory provisions.

14. Important legal notice. Please read carefully before submitting this Chest Order Form. This Chest Order Form, together with the Terms and Conditions for the Standard Chest Licence for Online Resources as amended by 8 and 9 above, create a legally binding contract between your institution, organisation or company and the Licensor. Therefore please read the terms and conditions carefully and only submit a Chest Order Form if its terms and conditions are acceptable to your institution, organisation or company and you have the authority to make the financial commitment shown above.

Printed Name **Signature**

Title **Date**.....