

Date

QMed Knowledge Foundation
A-3, Shubham Centre
Cardinal Gracious Road
Chakala, Andheri East
Mumbai 400099
Ph: 40054474/75

Subject: QMedDOCS – for our company

We have gone through your proposal for providing articles - both for our internal use, as well as those that we may sponsor for doctors. We are interested in your schemes.

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
- QMed will provide only hard copies in case soft copy transmission is not permitted

Placing orders: We will

- Provide you with a list of names and email addresses of people in our organization who may request for articles, and ensure that they adhere to all guidelines
- Provide you with our address & other contact details for sending us invoices
- Send an email to sdd@qmedkf.org.in with as many details of the article's bibliography as we can provide

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 tours
- 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.
- We understand that Service Tax maybe applicable once your company has crossed the threshold of billing of Rs. 10,00,000/- as per requirement of Service Tax laws

Commercial requests - We understand that:

- While the average turn around time for delivery of articles is 12-48 hours, there will be occasions when delivery may take longer.
- Almost all articles will be made available at a cost of Rs. 1200/- for our corporate use. However on rare occasions if an article costs more, QMed will contact us and get an approval before ordering at a higher cost

Academic requests - We understand / agree that:

- Under this scheme, we may only ask for articles that healthcare professionals have themselves requested, and which we would not provide as part of our promotional activities
- If we need articles for promotional purposes, we will pay the charges applicable under your commercial request scheme, where a copyright fee is mandatory
- We will forward the email that we received from the requestor or send a scanned copy of the written/typed/printed request, with the signature of the requestor as you require these for documentation purposes for Copyright compliance
- We will deliver the article to the requestor
- The average turn around time for delivery of articles is 48-96 hours. However, we may sometimes get articles earlier or on rare occasions later. We will specify in case there is a really urgent need.
- Almost all articles will be made available at a cost of Rs. 350/- for sponsoring the same for doctors. However on rare occasions if an article costs more, QMed will contact us and get an approval before ordering at a higher cost

Membership (please tick)

- We wish to take an Annual Membership* of Rs. 5500/-

Please find a cheque enclosed:

Cheque no:

Dated:

Bank

- We do not wish to take a membership and will pay a higher fee for each article

Our Details:

Address for invoices:

Names and email addresses of people authorized to request articles:

- 1.
- 2.
- 3.

Signature

Name/Designation