

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

Date

Subject: QMedDOCS – for our company

We have gone through your proposal for providing articles for our company's use. We would

- a) Like to opt for your membership scheme for _____ articles
- b) Prefer to use the scheme as non-members

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:

Membership scheme:

- We will pay our membership fee in advance and renew it yearly / on reaching our entitlements

Non-members

- 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 tour
- 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 30 days will invoke a suspension of services and an interest levied by QMed Knowledge Foundation

Costs / delivery time- 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 according to our membership scheme (Option I- Rs 15450/- for 10 articles, Option II- Rs 30900/- for 20 articles, Option III- Rs 46350/- for 30 articles) for our corporate use. However on rare occasions / for certain specific journal titles, if an article costs more, QMed will contact us and get an approval before ordering at a higher cost

Our Details:

Address for invoices:

Names and email addresses of people authorized to request articles:

- 1.
- 2.
- 3.

Signature (Head / Authorized official)

Name/Designation (Your Company Seal)