

General Notices

1. General notes

These notes are for guidance and not part of the conditions on which KCOM provides service. In any conflict between these notes and those conditions, the latter shall prevail.

2. Announcement of Price Changes

Call set-up charge

From 1 December 2013, the call set-up charge for non-inclusive UK geographic, mobile and international calls from business landlines will increase from 7p to 10p per call (Excl. VAT). For more information please visit www.kcbusiness.co.uk/changes

Lease Line Services

We're also increasing the price of our Analogue Private Circuits, Kiloline and kiloline N Leased line services by 3.3% on 1 December 2013.

3. Abortive Work

Where an application for service is cancelled KCOM may charge the customer the amount which would have been payable for the minimum period of service at the rate in force when the work was rendered abortive. Where this is not ascertainable, an amount in relation to the cost of the work may be calculated.

4. Connection Charge

A connection charge is payable in respect of any provision of telecommunications service (whether or not such provision involves the connection of apparatus); and any connection (whether direct or indirect) of a private attachment.

5. Rental Charge

All rental prices quoted in this manual are the annual charge. Where rental payments are calculated for a period of less than one year, the calculation will be made on a daily basis.

6. Removals of Connecting Points

Where a customer applies for the removal within the same set of premises, alteration, or substitution of a service connecting point, KCOM may require the customer to give notice that he wishes to cease being provided with service by means of his existing connection point and to make a fresh application for service. Where KCOM accedes to the customer's request, the charge may be calculated according to man hour rates.

7. Take-over Charge

Where KCOM provides telecommunication services at premises at which it was previously provided for another customer without any alteration to the means of provision of service, KCOM may require the customer to pay the applicable take-over charge. All charges are subject to Value Added Tax (VAT) at the current rate. With the exception of charges for calls from Coinbox telephone lines and Payphones, charges quoted exclude VAT which is added to the customer's bill as a separate item.

Columns in this manual which are headed 'Inc. VAT' show the cost inclusive of VAT, rounded up to the nearest whole penny or part, to help customers estimate total costs of the equipment and services. They are based upon the current rate of tax of 20%.

9. Out of Normal Hours Working

Where a customer requests KCOM to carry out work to provide telephone service outside KCOM' normal working hours, the customer shall pay a charge for the work calculated by reference to KCOM' applicable man hour rate.

10. Obsolescent/ Discontinued

Products identified as obsolescent, discontinued or abbreviated OBS in this manual are not available for new supply. The price list should not be regarded as giving a definitive list of such products.

11. Administration Charges

Description	Charge
Late Payment Fee (Residential)**	£5.00
*Late Payment Fee (Business)	£10.00

Description	Exc. VAT	Inc. VAT
Administration fee for uncleared cheques or failed direct debits.	£20.00	£24.00
Referral fee for transfer to debt collection agencies	£21.28	£25.54

**This late payment fee will be applied if payment has not been received by the due date

on the bill. This charge is only applicable to the Residential late payment charge.

*For business customers only, KCOM may also charge interest on any amounts that are not paid by the due date for payment, as described in section 13, below.

12. Wiring Maintenance

Any additional sockets fitted to customers' premises will have a 12 month wiring maintenance warranty. If a customer moves premises whilst the maintenance agreement is valid, then this service is not carried forward to the new premises. This will apply to all customers who have additional analogue, ISDN or Superway lines fitted by KCOM

13. Additional Hull White Pages Entry

This charge applies if a KCOM Residential customer requires an additional entry in the Hull White Pages.

	Exc. VAT	Inc. VAT
Additional entry in the Hull White Pages	£25.00	£30.00

14. Change of Contract Name Charge

This charge applies if a customers' name is changed by request.

	Ex.VAT	Inc VAT
Change of Contract Name	£0.00	£0.00

15. Interest Charges for Late Payment

KCOM may charge interest on any amounts that a business customers has failed to pay by the due date for payment. Interest will be charged at a rate equal to 4% above the base lending rate of The Royal Bank Of Scotland Plc, as varied from time to time. These interest charges will apply from the due date for payment up the date on which the relevant amount is paid by the business customer.

16. Unlimited KCOM Local Calls Package - Fair Usage Policy

Business Customers making use of any Unlimited KCOM Local Calls package, regardless of line type, will be provided such a service in accordance with the fair usage policy set out below:

1. Customers must not exceed an average of 3000 local calls per line.
2. Customers must not exceed an average call duration of 600 seconds.

These conditions will be measured on a per customer basis and will be measured over each calendar month.

This fair usage policy has been imposed to maintain a fair service of high quality to any customer wishing to make unlimited local calls for a one off annual fee.

In the event of either of the terms outlined being exceeded, KCOM reserves the right to notify the customer and terminate the unlimited KCOM local calls tariff against all lines held by that customer.

This policy applies to Business customers only.

Local call charges from that point forth shall be charged at the standard rate for your tariff.

17. Ringing Equivalent Number (REN)

Every telephone has a Ringing Equivalent Number (REN) - most have a REN value of 1. (This can usually be checked by looking at the equipment base).

The total REN value of the equipment connected to a KCOM line should not exceed 4. Exceeding 4 may impede the quality of service received and may result in customers equipment not working correctly.

It should be noted that although most standard phones have a REN Value of 1, some fax machines, answer machines and modems may have high REN values. Customers should check what equipment they have connected to ensure the overall value does not exceed 4.

18. Call Calculation Policy

1. These calls are timed to the next second
2. These calls are subject to a 7.20p minimum call charge (Including VAT)
3. Total call charges are rounded to the next whole penny (Excluding VAT)
4. These calls are subject to a 4.80p minimum call charge (Including VAT)
5. These calls are timed to the next whole minute
6. These calls are subject to a 13.75 set up charge (Including VAT)

19. Call Bundling

Calls are allocated to a bundle period using the call registered date, this is the date a call is registered on the billing system. If for any reason there is a delay in registering a call on the billing system, that call may appear in a bundle period different to the period in which the call was made.

The call bundle period is the same as the call period shown within the Your Calls section of the bill.

20. Paper-Free Billing

Paper-free billing is available to any customer on a residential telephony tariff. Registration for online billing is via www.register.KCOM.co.uk/ or by calling our Customer Services team on 01482 602555.

Any customer that does not have access to the internet can register for paper-free billing by contacting our Customer Services team on 01482 602555. Registration for paper-free billing, without internet access, is subject to payment by Direct Debit or Budget Scheme only and acceptance that the customer waives any right to receive a bill. Account balance information will be available by calling 01482 602555. Copy bills can be provided on request, at a charge of £5.75 Inc. VAT per bill.

The discount is £0.50p Inc. VAT per line, per month and will be applied as a bill credit to the next or subsequent bill produced after registration. Registration must be completed at least 2 weeks prior to the next bill date to take effect on the next bill.

Customers who change from paper to paper-free billing or from paper-free to paper billing more than twice during any 12 month period, will not be eligible for the discount. In such circumstances, subscription to paper-free billing for a continuous period of 6 months is required in order to receive the discount.