

## Terms and Conditions

All test artifacts are and remain the property of HN Proficiency Testing.

We require prepayment to enroll in a test. Payment is due one week after a reservation is made or two weeks before the reserved test week, whichever is earlier. We withhold all reports until payment is received.

The participant is responsible for the cost of shipping the artifacts to the next participant or back to us by overnight delivery, signature required using UPS, FedEx or equivalent courier service.

We are not able to ship test packages out of the United States, so participants must provide us with a US shipping address. This is to avoid other participants having to fill out customs forms and pay for overseas shipping, customs tariffs etc.

If a participant sends a test package out of the United States, that participant is responsible for properly completing all customs forms and paying any customs tariffs and for ensuring that test packages are not held up or confiscated in customs. The participant shall also ensure that any customs tariffs are charged to the participant and not to HN Proficiency Testing or other participants. The participant is responsible for any loss incurred, if these rules are not adhered to.

The artifacts shall be properly packaged and shipped to the next participant no later than the Thursday of the participant's test week, so artifacts will arrive on the Friday of the participant's test week. *We impose a penalty and withhold reports until it has been paid, if this requirement is not adhered to. See our pricing page for more details.*

Participants are required to respect the confidential information we have to disclose to you to make the proficiency testing scheme work. The confidential information disclosed to the participants is primarily:

- The preceding participant, who sent the artifacts to you
- The next participant, to whom we request you send the artifacts
- The reference values for the artifacts

The participant is required to:

- Notify us when the artifacts are received
- unpack and inspect the artifacts immediately upon receipt and inform us of any damage

**No adjustment of gages/artifacts are allowed under any circumstances**