

Terms and conditions of the BDO High Street Sales Tracker

1. Summary of Services

BDO LLP co-ordinates the High Street Sales Tracker on behalf of a range of retailers. The Tracker is a strictly confidential exchange of sales data between peers. This provides the participants with the opportunity to benchmark their performance against other retailers.

Each week the participants email BDO LLP their percentage movement in sales for the equivalent week to the prior year. BDO LLP then returns all participants' results. To ensure the anonymity of participants, company names are removed from the results.

1.1 What you will receive as a participant

Participants will receive the results by email on a weekly basis. The results will be circulated within 5 hours of the reporting deadline (Tues 11am). Each participant will receive a data table and graph of current and historic results.

2. Terms of participation

Participation is open to retailers who meet the following terms criteria:

- Credible high street retailer
- Provide adequate data in a timely manner in accordance with the terms of participation

2.1 Information to be submitted

Each week, a nominated contact for each participant emails their like for like percentage change in sales for the previous week. The number should simply reflect the percentage increase in turnover from current outlets that were open in the comparative week in the prior year.

2.2 Methodology

BDO's role is to collate and calculate the figures of the data provided by the retailers on a weekly basis. BDO LLP receives the results from respondents and, lists them in descending order of value. This ensures maximum confidentiality and creates an average figure for the week. The results are circulated on a no-name basis to all participants.

2.3 Accuracy

BDO LLP is not responsible for the verification of the accuracy of the data submitted - it is the responsibility of the retailer to submit true and fair data.

2.4 Confidentiality

BDO LLP will hold the information provided in confidence and will not, save to the extent set out above, disclose it to any other person without your prior consent.

The only exceptions will be where disclosure is required by law, regulation, or professional pronouncements applicable to our operation of the High Street Sales Tracker.

Should you wish to pass the information on to anyone other than your employees and professional advisers, please notify BDO LLP.

3. Acceptance

By participating in the High Street Sales Tracker you accept the terms set out in this proposal and agree to:

- Abide by the above mentioned terms
- Provide accurate data in a timely manner.

Please sign this agreement below and return to: highstreetsalestracker@bdo.co.uk

PRINT NAME:
JOB TITLE:
COMPANY:
SIGNATURE: