

ORDER FORM · FORM TG-AI-01

AI Integration: order, authority and disclaimer

Connecting AI to your systems is a commercial decision for your board, not an IT request. We will make the connection once a company officer has completed and signed both pages.

01 Your company

Company name	Company number
Registered address	Purchase order / reference
Contact name	Contact email and phone

02 Integrations requested

#	System to connect	AI tool and provider	Connector	Access requested	Data it can reach
1			API / MCP / other	Read / read + write / admin	
2			API / MCP / other	Read / read + write / admin	
3			API / MCP / other	Read / read + write / admin	

Use a separate line for each system. Standard connectors only; custom development is quoted separately.

03 Price

AI Integration, one-off, completed by a senior engineer	£150 + VAT per integration
Number of integrations _____ Total £_____ + VAT	Invoiced on completion
AI subscriptions, usage and consumption charges, and any licences the connection needs are not included and are charged to you (see page 2, item 6). We may require a payment security before enabling consumption-based services.	

What this service does not include. No privacy assessment, no data loss assessment, no GDPR controls, no backup or disaster recovery controls and no cost guardrails. To understand the wider impact of AI on your business and set an AI strategy, we recommend AI Readiness (£6,250 one-off) or AI Readiness as a Service (£450 / month).

04 Authority

I am an officer (director or company secretary) of the company named above, authorised to make this decision and to bind the company. The company instructs Total Group to make the integrations listed, on the terms on page 2, which I have read and initialled.

Officer's full name	Position	Date
Signature	Total Group accepted by	Date

05 Risks you are accepting

Initial each statement. We will not make the connection until every box is initialised.

Statement	Initials
1. A board decision. Connecting AI is our company's commercial decision, made against Total Group's advice to complete an AI Readiness assessment first.	
2. Unrestricted access. We understand we may be giving the AI tool, and the company that provides it, unrestricted access to our data and to third-party systems.	
3. Nothing has been assessed. No privacy, data loss, GDPR, backup or disaster recovery, or cost assessment has been carried out.	
4. AI and agentic actions. AI tools and agents can read, change, send and delete data and act on their own, including mistakes that cannot be undone. We are responsible for everything they do.	
5. Data protection stays with us. We remain the data controller and are responsible for our lawful basis, any DPIA, privacy notices, and reporting breaches to the ICO within 72 hours.	
6. All costs are ours. AI subscriptions, usage and consumption charges, licences and any Microsoft NCE commitments (which cannot be cancelled or reduced during their term) are charged to us, including costs that run up without warning.	
7. Insurance. We have been advised to hold cyber and incident insurance that covers AI use and data loss before this connection is made.	
8. Disconnecting does not reverse it. While connected, AI tools can create further access (accounts, keys, tokens, connectors, permissions) that no audit trail may record. Disconnecting the original connection may leave that access in place and does not undo anything already done. Asking Total Group to disconnect it does not transfer any liability to Total Group.	

06 Liability

The company accepts full responsibility and liability for the integrations listed on page 1, for all actions taken by the AI tools and agents connected and any access they create, whether found before or after disconnection, for any loss, disclosure or corruption of data, for any breach of data privacy law, and for all costs arising. The company will indemnify Total Group International Ltd against all claims, losses, fines, charges and costs arising from them, except where caused by Total Group's own negligence in making the connection.

The company's officers remain responsible for the company's legal duties, including under UK GDPR and the Data Protection Act 2018. Total Group does not, and cannot, take those duties on. Nothing in this form limits liability that cannot be limited by law.

Our recommendation. Before connecting AI, confirm your cyber and incident insurance covers AI use, and commission AI Readiness or AI Readiness as a Service: the whole-business assessment that shows the wider impact of AI and defines how your business should use it. AI Readiness Core only checks a single API or MCP connection; it is not an AI strategy.

07 Signed for the company

Officer's full name	Position	Date
Signature	Company number	

Return the signed form, or talk it through first

01727 881 224 · hello@totalgroup.co.uk

We would rather you made this decision with the full picture.

