



COMPANY NAME: _____

BILLING ADDRESS:
.....
.....

DELIVERY ADDRESS:.....
.....
.....

Description	Quantity	Unit Price	Total

Artwork Set-Up Fee:.....

VAT @ 17.5%:.....

Shipping:.....

TOTAL:

Please make payments by BACS to:

Barclays Bank Plc
Promo Files Ltd
Sort Code: 20 – 90 – 69
Acc. No: 53655903

Please make payments by cheque to:

Promo Files Ltd
1 Lavenham Court
21 Upper Richmond Road
London SW15 2RF

TERMS & CONDITIONS

1. The term "Supplier" means Promo-Files Ltd, the term "Purchaser" refers to the Buyer throughout these Terms & Conditions.

2. General 2.1 We reserve the right to refuse to accept orders 2.2 We reserve the right to amend our prices and specifications without prior notice. We will, when possible, make such information available at the earliest opportunity. 2.3 All artwork/designs and colour matching is approximate and complete accuracy cannot be guaranteed. 2.4 The Supplier reserves the right to "Title of Goods" until payment is made in full.

3. Prices 3.1 All prices quoted are those set-out in the Suppliers quotation, excluding "Artwork" (if applicable) and excluding "Delivery Charges" to either one or multiple locations, or unless otherwise stated. 3.2 All prices exclude VAT (which will be charged at the rate of 17.5% unless otherwise stated)

4. Payment Terms: 4.1 Deposit of 50% of the total amount has to be paid within 7 days from the date of signing of this order. Remaining 50% of the total amount has to be paid within 7 days of final artwork approval. 4.2 The Supplier reserves the right to apply a surcharge of 5% above the base rate set by Barclays Bank on all late payments or overdue amounts from the due date of payment. 4.3 The Supplier will not deliver the goods until the payment is made in full.

5. Deliveries 5.1 All deliveries made to the Purchaser should be checked within 48 hours of the date of Delivery. 5.2 All Damages or Shortages should be reported to the Supplier within 72 hours and in writing. 5.3 Failure to complete the checking of Goods Delivered and the reporting of any such Shortage or Damages would be deemed by the Supplier as acceptance by the Purchaser.

6. Acceptance of Quotations & Artwork 6.1 The Supplier will only accept an order for delivery once the Artwork has been approved. 6.2 Once order is signed it is not refundable.

7. Under/Over Supply of Ordered Articles 7.1 The Supplier reserves the right to supply either over or under 5% of the ordered articles, which is due solely to Manufacturing problems, we therefore advise each Purchaser when ordering to ensure that the order reflects this possible margin of error.

8. Customs 8.1 For the customers outside Europe, customs duty may be payable on your ordered goods. Fees are outside our control and must be paid by the customer. Also, carriage charges will differ from United Kingdom resident Purchasers and a higher carriage charge may be levied at the discretion of the Supplier.

9. Acceptance 9.1 The placing of your order, whether online, by telephone or fax denotes that you have accepted our Terms and Conditions as stated.

By signing this agreement I authorise this order as written, and agree to Promo-Files Terms & Conditions. I understand that due to the nature of the production process, there may be a 5% over- or under-run.

PRINT NAME:.....

SIGNATURE:.....

DATE:.....