

## Terms and conditions

### Quotes

When a quote is presented, the price will be held for 14 days unless otherwise specified on the quote itself. Orders need to be placed, in paper form with this time frame to guarantee the quoted price otherwise only the change of the price of the goods supplied by third parties will factored into the revised total cost of the original quote. Quotes are the intellectual property of Amtek IT Solutions and to that extent, cannot be reproduced, forwarded or copied in any form that would compromise our intellectual rights.

### Payments

All payments are required to be paid to ourselves with 14-days of final invoice issue unless other arrangements have been agreed in writing prior to any orders being processed by us. Payments made against an invoice will only be accepted via the methods detailed on that invoice unless previously arranged and accepted in writing.

Overdue accounts will be sent a reminder after 14 days (or whatever pre arrangement has been agreed) before being passed to a debt collection company, at least 7 days after the reminder is sent. At this stage a further invoice detailing additional charges relating to the costs incurred by employing these services will be sent. The charge currently stands at 10% including VAT of the total owed plus £35 ex VAT, chargeable on invoices under £2000. From the date of the final request for payment (pink/red letter invoice), interest of 8% will be charged to the account. PLEASE NOTE that once an invoice has been transferred to debt collection, the additional charges cannot be reversed. We also reserve the right to charge additional fees for long-term amounts that are outstanding. These are directly calculated from bank charges and other charges accrued as a result of our costs of purchasing equipment relating to the work done covered on the invoice and/or bank charges incurred due to prohibited cash flow.

Invoices that are not paid in full are still liable for costs and/or debt recovery action.

All grand totals include VAT at the current rate unless specified on the invoice as otherwise. Our VAT registration number is 943 8070 15.

International invoices maybe calculated slightly differently depending on location and this will be detailed on the invoice itself.

Where a discount is offered for part payment, 50% of the total before discount is payable at order date with the discount being applied to the grand total at final invoice with the balance falling due with the same terms and conditions as per a standard invoice.

### Retention of Title

All goods remain the property of Amtek IT Solutions until full payment has been received and has cleared. Where goods need to be removed, an uninstal fee will become payable. Payments of labour costs remain payable after removal of goods and will be invoiced under the normal invoicing procedures. We reserve the right to reduce the cost of the refund to the invoice for equipment if the equipment has been installed for longer than 1 month or has been adapted from the original manufacturers standard (custom installs), to compensate for the loss in value of the equipment (second-hand value would apply).