

**Definitions:**

Customer: Means the person(s), firm, company or other organisation identified on the Sat Note, ordering or buying from the Supplier.  
Supplier: Vaioni Group Ltd  
Goods: Means the products or subject matter of the relevant order of sale.  
Services: Any of the stated services stated by the Supplier.  
Charges: The charges set out in the payment terms schedule.

1. Any payment terms will be confirmed in writing on the invoice, Maintenance Contract or order form or any other official document from Supplier, **before** any goods/services are to be delivered /completed to /for the Customer.
2. Signatures from the Customer and the Supplier **must** be present on all documents where applicable, before there are any proceedings of deliveries.
3. The payment terms **must** be adhered to fully by the Customer, in order to avoid services becoming void and to avoid any interest charges or administration charges incurable on the Customer's outstanding balance.
4. The interest that is chargeable on the Customer's outstanding balance will be the current rates according to the late payment of commercial debts (interest) Act 1998.
5. The administration cost that is chargeable on the Customer's outstanding balance will be £50.00. This charge will be presented upon the SECOND (final) reminder notice, but will only be added if the specified date for the final payment is not adhered to. The final payment date will be on the SECOND (final) reminder notice.
6. All goods/services that are **not** fully paid for at the time of delivery/completion remain the property of the Supplier, until they are paid for in the specified time given to the Customer.
7. The Customer agrees that the Supplier or its representatives may enter the Customer's premises at any reasonable time in order to recover goods originally supplied by the Supplier for which payment is outstanding beyond any previously written, agreed credit term.
8. The customer accepts all risks and liability in connection with all goods that are in the possession of the Customer or at the Customer's property and the Customer agrees to ensure that they are fully insured in this regard.
9. Any goods that are damaged or stolen while in the possession of the Customer are solely responsible for the recovery and insurance of the damaged/stolen goods, regardless if the goods are paid for in full or are not paid for in full by the Customer.
10. When the Customer pays for all payments in full, they will be notified in writing that all payments have been completed.
11. All methods of payment are subject to conditions and the Supplier may refuse payment terms at any time.

I the Customer understand, adhere to and have no dispute to the Terms and Conditions stated above and I the Customer agree to be bound by the terms therein.

Company Name -----

Customers Signature -----

Customers Name (BLOCK LETTERS) -----

**Please take a copy of this document and keep it. Please return the original by post to: -**

**VAIONI GROUP LTD  
39 SALFORD UNIVERSITY BUISNESS PARK  
LESLIE HOUGH WAY  
MANCHESTER  
M6 6AJ.**