

## General Conditions of Order

1. The Council will not be liable for any goods supplied or work done unless ordered on a printed order form signed by an authorised officer.
2. The Council will only make payment for such goods or services as have been ordered, any change in specification of goods or services must be notified and agreement obtained before despatch or work carried out.
3. The Council will only make payment for such goods or services that have been ordered and will not pay additional charges when payment occurs within a reasonable time period.
4. All goods must be delivered carriage paid unless otherwise agreed in writing. All carriage costs on the delivery of incorrect items shall be the responsibility of the supplier.
5. A fully descriptive delivery note quoting order number with place of delivery stated thereon must accompany each delivery of goods.
6. Invoices to be addressed to the school address overleaf and must be forwarded immediately after despatch of goods with the order number and place of delivery stated.
7. All payments will be made in accordance with the Authority's normal payment procedures.
8. A separate invoice is required for each order.
9. Value Added Tax. Full tax invoices are required for all taxable supplies (other than zero rated supplies) made by taxable persons.
10. Suppliers to the Council must comply with all the relevant legislation with regard to their employment and manufacturing practices.