

# Les Amis Ltd

## Supplier Terms & Conditions of Orders & Payment 2022

### **Supply of Services:**

The request for a service can only be actioned by the Maintenance Manager or in the case of an Emergency Call out by the Registered Manager (or acting manager) of the property or a Senior Manager from Head Office.

### **Invoicing:**

All invoices are to be emailed to [Finance@lesamis.org.je](mailto:Finance@lesamis.org.je)

### **Monthly Statement:**

Les Amis expects a Monthly Statement from the Company ( by email to [Finance@lesamis.org.je](mailto:Finance@lesamis.org.je)) listing all invoices due for payment upon which Les Amis will reconcile and make payment against.

### **Payment Terms:**

Where credit facilities have been approved by the Company (supplier), payment for goods and services shall be due and payable by Les Amis (Customer) by the 28<sup>th</sup> day of the calendar month following the month in which the invoice for the respective goods or services is issued by the Company.

### **Payment Type:**

Les Amis have a monthly payment run date which is the 28<sup>th</sup> of each month with all payments being made by bacs transfer. The Company's bank details are required by Les Amis in order to process the payment.

