

PORTA ROMANA

PROFORMA INVOICE

Delivery Address CP Interiors Rue des Pres trading Estate St Saviour Jersey United Kingdom JE2 7QP 01534768141 Final Destination: UK	Acc No CPI002 Customer CP Interiors Rue des Pres trading Estate St Saviour Jersey United Kingdom JE2 7QP Contact Leeana Taft
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Sales Order 207331	Order Date 30/06/2020	Expiry Date 30/07/2020	Customer Purchase Order No Fairfield	Completion Date Advised On Receipt Of Payment
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Quantity	Stock code	Description	Unit price	Total
2	GLB32-AMB	Thread Lamp Amber	£ 1186.50	£ 2373.00
2	LSHADE47657	18-04 Lampshade Size :18 Cylinder 18 x 18 x 12 Outer :Blue Grass Linen Silk / Lining :Champagne Card Champagne Light Block Fitting:ES Gimble 2.25" frm base	£ 140.00	£ 280.00
2	CLB34-KIN	Shisha Lamp Kingfisher	£ 315.00	£ 630.00
2	LSHADE47658	14 - 105 Lampshade Size :14 Bongo 14 x 11.5 x 12.5 Outer :Natural Linen / Lining :Champagne Card Champagne Light Block Fitting:ES Gimble / 2.25" from base	£ 128.33	£ 256.66
1	GLB13-PET-NKL	Chianti Lamp Petrol - Nickel base	£ 784.00	£ 784.00
1	LSHADE47659	16-28 Lampshade Size :16 Tall Cylinder 16 x 16 x 11.75 Outer :Dove Satin / Lining: Pewter Lining Pewter Light Block Fitting:ES Gimble / 2.25" from base	£ 134.17	£ 134.17
	FREIGHT CHARGE			£ 70.00

PORTA ROMANA LIMITED
REGISTERED OFFICE Northbrook Business Park Farnham Surrey GU10 5EU England
Telephone. +44 (0)1420 23005 Facsimile. +44 (0)1420 23008
sales@portaromana.co.uk portaromana.co.uk

Registered in England and Wales Company Reg. No: 3950316 VAT Reg. No: 164863873

Print Date: 30/06/2020

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Please reference your GBP payment with either your order or account number

HSBC, 110 High Street, Godalming, Surrey, GU7 1DP, UK

Sort Code: 40-23-15 Account No: 81437798

BIC/Swift: HBUKGB4133F

IBAN No: GB79HBUK40231581437798

Currency: Pound Sterling

Total net amount: £ 4527.83

VAT: £ 0.00

Invoice Total: £ 4527.83

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TERMS AND CONDITIONS

1. Payment Information

- a) Payment is required to action your order and confirm our best despatch date.
- b) We cannot confirm a despatch date or allocate any stock to your order until payment is received.
- c) Please reference your payment with either your order number and/or account number.
- d) Preferred payment methods are as follows:

Bank Transfer: Our GBP sterling bank details are as follows:

HSBC, 19 High Street, Haslemere, Surrey, GU27 2HQ

Account No: 81437798

Sort Code: 40 23 15

Swift Code: HBUKGB4133F

IBAN No: GB79HBUK40231581437798

Credit/Debit card: Upon receipt of these details, credit cards will be charged in full or a deposit payment taken if your order is over £2000.

For orders which have a lead time of 4 weeks or less, we require immediate and full payment in order to deliver our best possible service.

For larger orders (min £2000), we are happy to accept a 50% deposit to secure a confirmed despatch date. The balance of payment must be made at least two weeks prior to despatch of your order. For orders which have a lead time of 4 weeks or less, we require immediate and full payment in order to deliver our best possible service.

- e) Porta Romana do accept cheques, however, they are not a preferred method of payment. If you decide to pay by cheque please be aware that Porta Romana operates a 10 working day cheque clearance. A despatch date cannot be confirmed until the clearance time has elapsed.

2. Product Information

- a) Table and Floor lamps will be assembled with un-switched E27/E14 lamp holders along with inline switches
- b) Table lamps are supplied with approx. 160cm of silk flex and the in-line switch is positioned 20cm from the base of the lamp
- c) Floor lamps are supplied with approx. 230cm of silk flex and the foot switch (on/off) is positioned 30cm from the base of the floor lamp
- d) Pieces are individually handmade and as a natural consequence there will be a variance in the finish of each lamp, leaving you with a truly unique product. We will endeavour to keep the variation to a minimum and we will match pairs as closely as possible but you can expect to see slight differences in shape, colour, hue, size and the amount of air bubbles in each lamp.
- e) For lampshade only orders, unless agreed otherwise, these shades will be sent with our standard BC, ES gimble or keyhole frames. The gimble size will be shown on your order confirmation. If you are unsure of your requirements, please contact us where we will be happy to assist.
- f) If you are ordering any item from our range to match an identical product that you have previously purchased, please note that we cannot guarantee the colour will match completely due to the fact that our products are individually hand painted to order. If you are purchasing an item to make a pair, please make us aware so arrangements can be made to have the original returned to us to ensure both items will match as closely as possible.
- g) For further specific product information on the items you have ordered, please refer to our Product Guide

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3. Delivery Information

- a) A full postcode, contact name and telephone number on site are required for all deliveries.
- b) Where we are delivering to an end client, it is helpful for us to arrange the delivery with them directly. Please confirm with your account handler that you are happy for us to do so.
- c) The quoted carriage charge covers delivery on a date specified by us when a vehicle is in your area, we will of course endeavour to make sure this is as close as possible to the estimated week of despatch on your sales order confirmation. If however, you have a specific date we are happy to quote for this.
- d) Standard mainland UK deliveries are on an overnight service on a stated day only.
- e) Delivery of furniture and other vulnerable items is by quotation. Crating charges may apply.
- f) Special deliveries at specific times are by arrangement only and may incur additional costs.
- g) Deliveries outside of the EU exclude all taxes and customs charges which are payable locally by the receiver on delivery of goods.

4. Customer own collections / Own shipper collections

- a) Once goods have been collected and signed for by your designated shipper they are no longer the responsibility of Porta Romana Limited. A signature from your shipper confirms that they are receiving your order in good condition and that all boxes have been labelled in accordance with their specifications.
- b) Orders packed ready for shipping which are not collected within two weeks will be subject to storage charges
- c) All goods provided on an ex-works basis are subject to VAT sales tax at the prevailing UK rate (currently 20%). This charge will be fully refunded where a Proof of Export is provided within 90 days of ex-works collection and/or full payment, whichever is the earlier.

5. Damages and Returns

- a) In the event of receiving damaged or missing goods, and where liable, Porta Romana Limited will endeavour to rectify the situation as promptly as possible.

All damages and shortages must be notified within 3 working days of receipt of goods
Porta Romana Ltd must be notified if goods are not due to be unpacked within 3 days of receipt
Porta Romana Ltd will not be held responsible for any damages or shortages if goods are not unpacked within 4 weeks of receipt

- b) Porta Romana Limited will take no responsibility for damages incurred in transit when customers use their own shippers.

6. Cancellations

- a) Orders cancelled once manufacture is underway, or goods returned for reasons of unsuitability will be accepted at the management's discretion subject to a minimum returns charge of 20% plus transport costs.
- b) Where goods are accepted for return, it is the responsibility of the client to ensure that they are received in a saleable condition and any damage sustained will be charged back to the customer.
- c) Porta Romana Ltd is unable to accept items for restocking later than 60 days from date of invoice.

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7. Standards and Warranty

- a) See the current Porta Romana Guide

8. Design Policy and Copyright

- a) All products are exclusive designs belonging to Porta Romana Limited. Design sheets featuring Porta Romana Limited products must not be submitted to other manufacturing companies.
- b) Any manufacturer found to be re-producing a Porta Romana Limited design will be breaching copyright or EU Design Right laws. As members of ACID we actively pursue any infringement of Design Rights.

9. Data Protection

To the extent that you as Representative "process" any "personal data" on behalf of your client, you will do so as "processor" on behalf of your client (such terms having the meanings given to them in the General Data Protection Regulation 2016/679, the "GDPR"). You warrant that you are entitled to provide us 'Porta Romana' with any such personal data for the purposes of our performance to your client and our services to you.

We undertake to comply with the obligations required to be placed on us pursuant to the GDPR as if such obligations were set out in these terms, including the obligations set out at Article 28.3 of the GDPR, in relation to any personal data that we process on your behalf. In particular, but without limiting those obligations, we agree to process such data only in accordance with your instructions, and to irretrievably delete all such data upon your request.

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