

# PORTA ROMANA

## PROFORMA INVOICE

<b>Delivery Address</b>	CP Interiors Rue des Pres trading Estate St Saviour Jersey  United Kingdom JE2 7QP 01534768141
<b>Final Destination:</b>	UK

<b>Acc No</b>	CPI002
<b>Customer</b>	CP Interiors Rue des Pres trading Estate St Saviour Jersey  United Kingdom JE2 7QP
<b>Contact</b>	Heather Veal

<b>Sales Order</b> 214651	<b>Order Date</b> 19/05/2021	<b>Expiry Date</b> 18/06/2021	<b>Customer Purchase Order No</b> SO11795	<b>Completion Date</b> Advised On Receipt Of Payment
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Quantity	Stock code	Description	Unit price	Total
3	LSHADE51482	13-86 Lampshade  Size :13 Top Hat 13 x 13 x 13.5" Outer :Natural Linen / Lining :Champagne Card Champagne Light Block Fitting:ES Gimble / 2.25" from base	£ 114.92	£ 344.76
2	CLB29-CIT-CLR	Grace Lamp Citrine with Clear Base	£ 392.00	£ 784.00
	FREIGHT CHARGE			£ 50.00

<b>Please reference your GBP payment with either your order or account number</b>	
HSBC,	110 High Street, Godalming, Surrey, GU7 1DP, UK
Sort Code: 40-23-15	Account No: 81437798
BIC/Swift: HBUKGB4133F	
IBAN No: GB79HBUK40231581437798	

<b>Currency:</b>	Pound Sterling
<b>Total net amount:</b>	£ 1178.76
<b>VAT:</b>	£ 0.00
<b>Invoice Total:</b>	£ 1178.76

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

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### PRO-FORMA TERMS AND CONDITIONS

#### 1. Payment Information

A payment is required to action your order and confirm our best despatch date.

Please reference your payment with either your order number and/or account number.

- a) All customer orders (other than Quick Ship and credit accounts) require a 50% payment on placement of the order and the balancing 50% payment prior to the goods being dispatched. We do also accept 100% payment on placement of the order where this may be easier for the customer particularly where lead times are short, and it may be easier to make one payment.
- b) Quick Ship orders (which typically ship within 72 hours), require 100% payment on placement of an order due to the short lead time.

c) Our preferred payment method is by Bank Transfer

Our GBP sterling bank details are as follows:

HSBC, 110 High Street, Godalming, Surrey, GU7 1DP  
Account No: 81437798  
Sort Code: 40 23 15  
Swift Code: HBUKGB4133F  
IBAN No: GB79HBUK40231581437798

We will also accept cheques; however, they are not a preferred method of payment. If you decide to pay by cheque, please be aware that we require 5 working days for cheque clearance. A despatch date cannot be confirmed until the cheque has cleared.

#### 2. Product Information

- a) Table and Floor lamps will be assembled with un-switched E27/E14 lamp holder along with inline switch.
- b) Table lamps are supplied with approx. 160cm of silk flex and the inline switch will be 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) will be 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 in the case of glass the amount of air bubbles in each lamp.
- e) For lampshade only orders, unless agreed otherwise, the 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 a complete colour match due to the nature of our products which are individually hand made to order. If you would like to purchase 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.

#### 3. Delivery Information

- a) A full postcode, contact name and telephone number on site are required for all deliveries.
- b) 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 accommodate this.
- c) Standard mainland UK deliveries are on an overnight service on a stated day only.
- d) Delivery of furniture and other vulnerable items is by quotation. We will protect your piece with the best possible packaging which may also include crating.
- e) Special deliveries at specific times are by arrangement only and may incur additional costs.
- f) Deliveries outside of the EU exclude all taxes and customs charges which are payable locally by the receiver on delivery of goods.

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### 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 will be subject to VAT sales tax at the prevailing UK rate (currently 20%) in the event that the customer does not provide a Proof of Export within 90 days of ex-works collection and/or full payment, whichever is the earlier. Payment be due immediately upon Porta Romana sending an invoice to the customer.

### 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%. Porta Romana will not be responsible for return shipping costs for orders cancelled or no longer required.
- 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 chargeable to the customer.
- c) Porta Romana Ltd is unable to accept items for restocking later than 60 days from date of invoice.

### 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.

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### 9. Retention of Title

Title to the goods (that we sell to you) shall remain vested in Porta Romana and shall not pass to you ("the buyer") until the purchase price for the goods has been paid in full and received by us. Until title to the Goods passes:  
We (Porta Romana) shall have authority to retake, sell or otherwise deal with and/or dispose of all or any part of the Goods;  
We (Porta Romana) and its agents and employees shall be entitled at any time and without the need to give notice enter upon any property upon which the Goods or any part are stored, or upon which we (Porta Romana) reasonably believe them to be kept;  
You (the Buyer) shall store or mark the Goods in a manner reasonably satisfactory to Porta Romana indicating that title to the Goods remains vested in Porta Romana; and  
You (the Buyer) shall insure the Goods to their full replacement value and arrange for Porta Romana to be noted on the policy of insurance as the loss payee.  
Irrespective of whether title to the Goods remains vested in Porta Romana, risk in the Goods shall pass to you {the Buyer} upon delivery.

### 10. 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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