

Quote

TERMS & CONDITIONS:

- 1. All goods and services supplied are subject to our prevailing terms and conditions of sale.
- 2. Please check prices and delivery timescales at time of ordering.
- 3. Quotes are subject to product availability at the time of ordering. In the event that a product is no longer in stock, a new quote will be issued for an alternative product.
- 4. All equipment purchased through Sort-IT.biz comes with the manufacturer's standard warranty. If equipment develops a fault within the warranty period, please contact Sort-IT.biz directly. Where a customer purchases equipment directly from the manufacturer, they should contact the manufacturer in the event of a fault.
- All goods purchased through Sort-IT.biz directly must be checked upon receipt and any damage or defects reported to Sort-IT.biz immediately. Returns will only be accepted if the goods are proven to be faulty.
- 6. Labour charges are indicative only time spent can increase or decrease.
- 7. Where a hardware order value exceeds £1,000, payment is required upfront.
- Our payment terms are strictly 30 days from date of invoice, unless agreed otherwise in writing. Failure to pay within 60 days risks suspension or cancellation of services and may incur late payment charges.
- 9. Payment should be made by electronic bank transfer or BACS.

IMPORTANT NOTICE:

- There is a minimum charge for remote IT support for non-contract customers of £36.00.
- Any customer requesting advice or assistance will automatically incur the minimum charge if support is given.
- We only provide support for devices running actively supported versions of the Operating Systems from the manufacturer: Windows 10 and above or the last 3 major releases of macOS.

For full Terms & Conditions of Sale, please visit our website.

Invoice

TERMS & CONDITIONS:

- Our payment terms are strictly 30 days from date of invoice to ensure that the above services are kept intact unless we have expressly agreed otherwise in writing. Failure to pay within 60 days risks suspension or cancellation of services and may incur late payment charges.
- Payment should be made by electronic bank transfer or BACS.
- Shortfalls are to be notified within 3 working days of receipt of goods and/or services. Email <u>accounts@sort-it.biz</u>.
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