Ashford Business Services Ltd

Vendor Payment Terms Sheet

Item	Detail
Supplier legal name	Sarah Mitchell
Contract or order reference	JOB-1042
Date these terms take effect	9 November 2026
Date these terms were agreed	9 November 2026
Name of person who agreed these terms for the buyer	£45.00
Name of person who agreed these terms for the supplier	£45.00

1. Agreed payment terms

Term	Agreed position
Payment method	£45.00
Payment term: number of days from invoice date to payment	9 November 2026
Date from which the payment period runs	9 November 2026
Early payment discount percentage, if any	£45.00
Early payment discount period in days, if any	£45.00
Currency for payments	£45.00
Tax treatment of invoices	Agreed tax treatment of invoices from this supplier
Late payment charge, if any	£45.00
Payment run day or cycle	£45.00
Bank charges: who bears them	Agreed position on who bears bank charges

How to read a discount term: the discount percentage is the reduction given for payment within the discount period, and the payment term is the number of days within which the full amount must otherwise be paid. State all three parts together whenever the discount is quoted, so no invoice is paid on a misunderstanding of the term.

2. Invoice requirements

An invoice will be accepted for payment only if it meets every requirement below. An invoice that does not meet them will be returned with the reason stated, and the payment period will run from receipt of a corrected invoice.

- Purchase order number quoted: Requirement for the purchase order number on invoices
- Supplier legal name and address shown: Requirement for supplier details on invoices as agreed at the meeting.
- Description of goods or services matching the order: Requirement for the description on invoices
- Quantities, unit prices, and total shown separately: £45.00
- Tax shown separately where applicable: Requirement for tax on invoices
- Address for sending invoices: 14 Oakfield Road, Birmingham B17 9JH
- Time limit for submitting invoices after delivery: 10:30 am

3. Disputed invoices

If an invoice or part of an invoice is disputed, the buyer will notify the supplier within Number of days within which invoice disputes will be notified of receipt, stating the reason for the dispute and the amount disputed. The undisputed part of the invoice remains payable on the agreed terms. Neither side will withhold an undisputed amount because another amount is disputed. If the dispute is not resolved within Number of days within which invoice disputes must be resolved, it is escalated to Sarah Mitchell.

4. Price changes and deductions

Prices agreed in the contract or order may change only as set out here: £45.00. No deduction may be taken from a payment except: £45.00. Any deduction taken outside this list must be reversed and the amount repaid within Number of days within which an incorrect deduction must be repaid.

5. Amendments and sign-off

These terms may be changed only by a written amendment signed by both sides, recording the date of change and the terms changed. The amendment history below must be kept with this sheet.

Amendment number	Date of amendment	Terms changed	Agreed by
Amendment number one	9 November 2026	Terms changed by amendment one	Sarah Mitchell
Amendment number two	9 November 2026	Terms changed by amendment two	Sarah Mitchell

Signatures

Role	Name	Signature	Date
Buyer representative	£120.00	Sarah Mitchell	Sarah Mitchell
Supplier representative	£120.00	Sarah Mitchell	Sarah Mitchell