

Confirmation of acceptance by Sales Staff of New Sales Rules from 5th January 2009.

I hereby confirm that I have understood and will be implementing the new sales rules relating to deposits and balance due dates as of 5th January 2009.

I also confirm that the following rules will be implemented by me without exception from 5th January 2009.

1. Orders under £500 to be PAID IN FULL with order before ANY goods are ordered.
2. 50% MINIMUM deposits to be paid for NON-account customers before ANY goods are ordered.
3. Account customers to be up to date on balances due and WITHIN credit limit before ANY goods are ordered.
4. ALL balances to be paid (cash or account sales) 1 calendar month after ordering if installation delayed at customers request.
5. Order acceptances signed by customers to be received by branches and marked on database BEFORE any goods are released from warehouse. (This to come into effect as soon as computer system altered to accommodate printing of order acceptance).
6. All estimates to have new payment terms applied to them from 5th January 2009 WITHOUT EXCEPTION.
7. Branches to submit their list of customers who they consider to be account customers and the terms they wish them to have along with their **FULL LEGAL TRADING TITLE** as currently known to us for approval by head office by Friday 9th January.
8. Any non account customers asking for goods to be invoiced to a different address to the delivery address will be required to **make payment in full with the order.** (Customers asking for invoices to be made out to their company a Pro-Forma invoice can be raised by head office if required).
9. Any new customers requiring an account or existing customers requiring an account for a different trading title than the one already approved will need to apply for a credit account. This account will need to be **PRE APPROVED BEFORE any goods are ordered.** Please allow **UP TO 28 DAYS** for customers details and references to be checked after the account form has been received by head office. All new account customers will need to have placed **at least one "CASH" or Pro-Forma transaction before an account will be considered in the name of the account applied for.**
10. Any fitter's claims for wasted days because of goods not being released by the warehouse are the responsibility of the person breaking these rules and NOT the responsibility of MR CARPET LTD

I also confirm that if I do not apply all of the above rules I may be held financially liable for any balances not paid and accept Mr Carpet Ltd reserves the right to deduct the balances from my salary until paid by customer.

Signed Michael Farmer

Print Name MIKE FARMER. Date 10th Jan 2009

From 1st February 2009 – The database WILL NOT allow any goods to leave the warehouse if the balance is outstanding on orders over 1 month old or an account customer is over their credit limit or late with any of their payments.

NO EXCEPTIONS.