

Terms and Conditions of Trade

1. Purchase Orders

Voice Active Limited will accept only written purchase orders, which may be faxed, posted or emailed to Voice Active Limited and must bear the signature of the authorised purchaser. The purchase order document must clearly state a valid order number or reference. This order number or reference will be stated on all further correspondence relating to that order.

2. Credit Terms

Standard credit terms are strictly 30 (thirty) days net from invoice date. Voice Active Limited reserves the right to insist on full or part payment for goods before dispatch, normally in respect of an initial order or before satisfactory credit references are received.

3. Credit References

Provision of credit references may be required before credit can be given. For initial or first orders, goods will not be dispatched until satisfactory references have been received unless full or part payment, prior to dispatch, has been agreed.

4. Property

Any goods supplied remain the property of Voice Active Limited until all outstanding invoices are settled in full.

5. Overdue Accounts

In the event of an overdue account, no further goods will be dispatched in relation to subsequent or outstanding orders, until the amount overdue has been settled in full. Late payment of invoices may incur administrative fees and interest charged at 5% over current Bank base rate. If it becomes apparent that account payments are consistently late, Voice Active Limited may insist on payment in advance for all future orders, until further notice.

6. Settlement of Invoices

Payment of invoices should be made in Pounds Sterling, unless agreed in writing. Cheques should be made payable to Voice Active Limited, alternatively payment can be made by credit card or by BACS transfer or Telegraphic Transfer directly to our bank account, detailed as follows:

Bank: Barclays Bank Plc, Stroud Branch

Account: Voice Active Limited

Sorting code: 20-33-83

Account no: 60169528

Please note that all charges for electronic payments should be paid by the sender.