The Ark
Staunton-on-Wye
Hereford
HR4 7NB
01981 501062
info@tjgroundworks.co.uk
www.tjgroundworks.co.uk

Payment Terms

These are the standard payment terms you (the customer/contractor) agree to when employing TJ Groundworks Ltd.
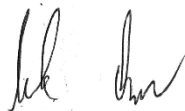
Payment Terms

- Invoices will be sent via email or post to the correspondence address provided.
- Invoices will be raised at the end of a job for jobs which are less than 1 month in duration.
- Jobs which exceed 1 month in duration will be invoiced at the end of each month for works completed during the month that it refers to.
- VAT will be added at the standard rate when applicable (this does not apply to new build development).
- Any invoice queries to be raised within 5 working days of invoice date.
- Strictly 14-day payment from the date of the invoice, unless otherwise agreed in writing by TJ Groundworks Ltd.
- Payment is expected in full, unless otherwise agreed in writing by TJ Groundworks Ltd.
- Overdue invoices will be subject to late payment charges and interest in accordance with the Late Payment of Commercial Debt Regulations 2013.

Payment Options

- BACS
  - Sort Code - 09-01-28
  - Account No. - 38336976
  - Name – TJ Groundworks Ltd
  - Reference – Invoice number or name of customer/contractor
- Cheques
  - Made payable to TJ Groundworks Ltd.
  - Posted to TJ Groundworks Ltd., The Ark, Staunton-on-Wye, Herefordshire, HR4 7NB.
  - Please put the invoice number on the reverse of the cheque.
- Cash
  - Payments in cash must be handed directly to Luke Trumper (Director) or Amy Taylor (Office Manager)

If you have any questions concerning our payment terms, please contact our offices on 01981 501062.

Signed by: Luke Trumper (Managing Director)   Policy reviewed – 20/01/2024

Director - Luke Trumper
Company No - 05344826 England and Wales
Registered office: Jenner's, Unit 22, Stirling House, Centenary Park, Skylon Central, Munitions Close, Rotherwas, Hereford, HR2 6FJ
Correspondence address – The Ark, Staunton-on-Wye, Herefordshire, HR4 7NB
Company UTR No: 4763416764 - VAT No: 854857675