

JCM SEATING SOLUTIONS LTD - OFFICIAL ORDER FORM

If you are a large organisation or charity who have an account with JCM please send an official purchase order. For private purchasers and small organisations JCM requires this form to be completed as confirmation of your order.

Please note that unless otherwise indicated complete JCM products are manufactured in house to the individual clients specific requirements and therefore will take approximately 4-6 weeks to be completed.

PURCHASE / ORDER INFORMATION

COLOUR OF FABRIC (If applicable): _____ (view our fabric swatch brochure on info page: www.jcmseating.co.uk)

FRAME COLOUR (If applicable) : _____

QUOTE NUMBER: _____

TRADING BUSINESS NAME (If applicable) : _____

CONTACT NAME: _____

INVOICE ADDRESS _____

POST CODE: _____

Tel: _____ Fax: _____ Email: _____

DELIVERY INFORMATION

TRADING BUSINESS NAME (If applicable) : _____

DELIVERY ADDRESS (If different from invoice address): _____

POSTCODE _____

FOR ATTENTION OF: (If different from above): _____

Tel: _____ Fax: _____ Email: _____

PAYMENT DETAILS - PAYMENT VIA CREDIT CARD

NAME ON CARD: _____

CARD HOLDER ADDRESS (If different from above) _____

POSTCODE _____

AMOUNT TO BE TAKEN FROM CARD: £ _____

CARD NUMBER: _____ ISSUE NUMBER (If applicable) _____

START DATE: _____ EXPIRY DATE: _____ SECURITY CODE (Last 3 digits on the signature strip at the back): _____

NOTES: _____

For further payment details please refer to the payment section of our terms & conditions

VAT EXEMPTION FORM

Customer - If you are eligible to receive goods or services zero-rated VAT please complete the following details. Please note there are penalties for making false declarations. If you are in any doubt as to whether you are eligible to receive goods or services zero-rated for VAT you should consult Notice 701/7 VAT relief's for disabled people or contact our National Advice Service on 0845 010 9000 before signing the declaration.

I (Full Name) _____

Position / Relationship to Client _____

of (address) _____

Postcode _____

declare that: (Write name of client): _____

Address of client: _____

Postcode _____

is chronically sick or has a disabling condition by reason of (give full & specific description of condition)

and that being received from JCM Seating Solutions Ltd are the following goods or services which are being supplied

and I claim relief from value added tax on behalf of the client specified above.

Signature _____

Date ____ / ____ / ____

JCM Seating Solutions Ltd Terms and Conditions of Sale

The following conditions apply to all sales of goods by JCM Seating Solutions ("the Seller") to any purchaser ("the buyer") and succeed any terms and conditions contained or referred to in the buyers order and in any correspondence unless specifically agreed to by the managing director. Any provisions to the contrary are hereby excluded.

PRICES

1. All Prices quoted for chairs and or any accessories include carriage to the United Kingdom mainland.
2. Prices quoted are in pound sterling and exclude VAT.
3. VAT will be charged at the rate currently in force on all products and will be automatically added to invoices. VAT is only absent from invoices when a VAT exemption form accompanies the order or the order comes from a registered charity.
4. Quotations given by the seller can be withdrawn or revised at any time prior to acceptance by the seller of the buyers order.
5. All quotations are valid for 30 days
6. The seller may at any time amend its prices to take into account changes in the costs of materials, labour, goods, carriage and any other overheads as the seller sees fit but will notify clients with outstanding orders.

PAYMENT

1. All payment should be made to JCM Seating Solutions Ltd.
2. Payment of all invoices unless otherwise agreed with the Managing director or other authorised personnel in writing must be paid in full within 30 days of the date of invoice. Orders from private individuals or non account holders are only accepted if payment in full either accompanies the order or is received before the expected date of despatch.
3. If an extension of credit is given to the buyer it can be changed or withdrawn by the seller at any time.
4. Late payments will attract interest at 5% above the National Westminster Bank's base rate.
5. All goods remain the property of JCM Seating Solutions until payment is made in full.
6. The seller reserves the right to repossess goods if payment is overdue and to re-sell the goods. The seller and or its representatives therefore have the right to enter the buyer premises during normal business hours.

ORDERS

1. All orders paid for by Health Authorities or Social Services must be on an official order and signed by an authorised officer. Orders from charities should be at least on headed paper showing the charities registration number and signed by an authorised person.
2. The seller reserves the right not to accept any order that they consider has not been authorised by the correct authorities.
3. Orders from private individuals or non account holders are only accepted if payment in full either accompanies the order or is received before the expected date of despatch.
4. The seller reserves the right to alter the specification of their products without prior notification. All dimensions are nominal.
5. The seller accepts no responsibility for items ordered, delivered and subsequently found to be unsuitable. Items exchanged will attract a surcharge for delivery and handling.
6. Should a licence or consent be required from government or any other agency to facilitate an order the buyers will obtain such licence at their own expense.

DELIVERY

1. Goods delivered should be inspected before being signed for from the carrier. The seller will not be held responsible for items damaged in transit unless notified at the point and time of delivery. Damaged goods should not be accepted or signed for but returned via the delivering carrier.
2. While every effort to meet delivery dates mentioned in order confirmations will be made, such dates are approximate and hold no contractual effect and the seller will not incur any liability if unable to deliver on a particular date.
3. The seller is entitled to store at the risk of the buyer any goods which the buyer refuses / fails to take delivery. In addition to the purchase price the buyer will then be required to pay any and all costs relating to storage or carriage incurred due to the refusal / failure to take delivery of the goods tendered.
4. The seller is entitled after 3 months from the date upon which the goods became payable to dispose of the goods in a manner they see fit.

GENERAL

1. Copyright in all specifications and designs remain the property of JCM Seating solutions Ltd.
2. All goods are under warranty for 3 years from the date of delivery unless authorised by the managing director.
3. The buyer is not liable for defects in products caused by neglect or default of the buyer / third party or where the buyer has requested special modifications and or materials against the recommendation of the seller.
4. The above is governed by in all respects using the Laws of England. Therefore both the seller and buyer agree to submit to the English Courts.
5. The 3 year warranty is only valid for products purchased after 1st April 2006. Applies only to products exclusively manufactured by JCM.