

# Terms of business for the supply of goods and services to the Harlow Group Limited

**1.1** These terms of business (“the Terms”) constitute the contract between Harlow Group Limited (“HGL”) and any supplier (“the Supplier”) for the supply of any goods or services and are deemed to be accepted by the Supplier by virtue of the supply of the goods or the provision of services to HGL

**1.2** These Terms contain specific elements of the agreement between the parties and, unless otherwise agreed in writing by a director of Harlow Group Limited, these Terms prevail over any other conflicting terms of business or purchase conditions (or similar) put forward by the supplier.

## Acceptance of Goods

**2.1** Provision of Goods and Services does not create an invoiceable event until the goods or services have been inspected and accepted by HGL’s Quality Assurance team. Due to the work load and volumes of deliveries, this may be several days post-delivery. HGL commits to ensuring that Quality Assurance will approve or reject goods or services within 10 days of delivery or supply at the latest.

**2.2** Supplier invoices will automatically be rejected if not accompanied by a valid Purchase Order from HGL.

**2.3** Supply of Goods for the Aerospace or equivalent production lines must include certification regarding source and production such as but not limited to Mill Certification or Quality reports or details of surface treatments.

**2.4** HGL reserves the right to attend a supplier’s premises with a minimum of 48 hours notice for the purpose of inspecting procedures and processes and all related paperwork including but not limited to quality procedures and full supply chain information.

## Payment Terms

**3.1** HGL’s standard payment terms are 75 days month end following the acceptance of the supply of goods of services by the Quality Assurance team.