

## **TERMS & CONDITIONS**

### The Report

1. All versions subject to User License restrictions - ask for details.
2. Contents: Summary report - CD containing password protected pdf of the updated executive summary  
Full printed report - Ring binder containing full updated printed report  
Full printed & electronic report - Ring binder containing full updated printed report and PowerPoint, list of companies
3. Delivery method: UK Shipping address - Special Delivery, Royal Mail. Delivery - next day, online tracking  
ROW Shipping address - Parcel Courier - 3-5 working days, online tracking available

### Payment & Pricing

1. The sterling price is the master, the currencies are derived from the quarterly exchange rate. Price fixed at time of order. Price includes P&P.
2. Euro and US Dollar prices shown are correct as at 1st July 2009 but may change subject to fluctuation in the exchange rate.
3. VAT/Sales Tax @ 15% will be applied to all UK sales. VAT/Sales Tax @ 15% will be applied to sales in the EU unless the company VAT number is provided (exc UK). VAT/Sales Tax does not apply to sales outside the EU.
4. Payment in full is required at the time of order.
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6. Cheques and postal orders will be banked upon receipt. Please make cheques/postal orders payable to "IABM". We can accept Sterling, Euro and US Dollar cheques.
7. Sales on a credit account are only available to Member companies of the IABM and are at the IABM's discretion.
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