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|  | <i>Arc Terms and Conditions</i> | | Redacted |
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Arc Terms and Conditions

| Authorised and Owned by | | | Signature | Date |
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| 7 | All | Full review. | Redacted | Redacted |
| 8 | All | Full review, updated formatting | Redacted | Redacted |

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Arc Business Interiors Ltd Terms and Conditions

1. Interpretation

1.1 The definitions and rules of interpretation in this condition apply in these conditions.

Buyer: the person, firm or company who purchases the Goods from Arc.

Arc: Arc Business Interiors Limited.

Contract: any contract between Arc and the Buyer for the sale and purchase of the Goods, incorporating these conditions.

Delivery Point: the place where delivery of the Goods is to take place under condition 4.

Goods: any goods agreed in the Contract to be supplied to the Buyer by Arc (including any part or parts of them).

1.2 A reference to a particular law is a reference to it as it is in force for the time being taking account of any amendment, extension, application or re-enactment and include any subordinate legislation for the time being in force made under it.

1.3 Words in the singular include the plural and in the plural include the singular.

1.4 A reference to one gender includes a reference to the other gender.

1.5 Condition headings do not affect the interpretation of these conditions.

2. Application of terms

2.1 Subject to any variation under condition 2.3 the Contract shall be on these conditions to the exclusion of all other terms and conditions (including any terms or conditions which the Buyer purports to apply under any purchase order, confirmation of order, specification or other document).


2.2 No terms or conditions endorsed on, delivered with or contained in the Buyer's purchase order, confirmation of order, specification or other document shall form part of the Contract simply as a result of such document being referred to in the Contract.

2.3 These conditions apply to all Arc 's sales and any variation to these conditions and any representations about the Goods shall have no effect unless expressly agreed in writing and signed by a director of Arc. The Buyer acknowledges that it has not relied on any statement, promise or representation made or given by or on behalf of Arc which is not set out in the Contract. Nothing in this condition shall exclude or limit Arc's liability for fraudulent misrepresentation.

2.4 Each order or acceptance of a quotation for Goods by the Buyer from Arc shall be deemed to be an offer by the Buyer to purchase Goods subject to these conditions.

2.5 The Buyer shall ensure that the terms of its order and any applicable specification are complete and accurate.

2.6 Any quotation is given on the basis that no Contract shall come into existence until Arc despatches an acknowledgement of order to the Buyer. Any quotation is valid for a period of 30 days only from its date, provided that Arc has not previously withdrawn it.

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3. Description

3.1 The quantity and description of the Goods shall be as set out in Arc 's acknowledgement of order or quotation but in the event of any conflict the latter shall prevail.

3.2 All samples, drawings, descriptive matter, specifications and advertising issued by Arc and any descriptions or illustrations contained in Arc 's catalogues or brochures are issued or published for the sole purpose of giving an approximate idea of the Goods described in them. They shall not form part of the Contract and this is not a sale by sample.

4. Delivery

4.1 Unless otherwise agreed in writing by Arc, delivery of the Goods shall take place at the Buyer's premises when the Goods arrive and the Buyer is advised that the Goods may be unloaded by the Buyer from the delivery vehicle.

4.2 Any dates specified by Arc for delivery of the Goods are intended to be an estimate and time for delivery shall not be made of the essence by notice.

4.3 Subject to the other provisions of these conditions Arc shall not be liable for any direct, indirect or consequential loss (all three of which terms include, without limitation, pure economic loss, loss of profits, loss of business, depletion of goodwill and similar loss), costs, damages, charges or expenses caused directly or indirectly by any delay in the delivery of the Goods (even if caused by Arc 's negligence), nor shall any delay entitle the Buyer to terminate or rescind the Contract unless such delay exceeds 90 days.

4.4 If for any reason the Buyer fails to accept delivery of any of the Goods when they are delivered, or Arc is unable to deliver the Goods on time because the Buyer has not provided appropriate instructions, documents, licences or authorisations:

- (a) risk in the Goods shall pass to the Buyer;
- (b) the Goods shall be deemed to have been delivered; and
- (c) Arc may store the Goods until delivery, whereupon the Buyer shall be liable for all related costs and expenses (including, without limitation, storage and insurance).

4.5 The Buyer shall provide at the Delivery Point and at its expense adequate and appropriate equipment and manual labour for unloading the Goods unless Delivery and Installation has been purchased within the order.

4.6 Arc may deliver the Goods by separate instalments. Each separate instalment shall be invoiced and paid for in accordance with the provisions of the Contract.


4.7 Each instalment shall be a separate Contract and no cancellation or termination of any one Contract relating to an instalment shall entitle the Buyer to repudiate or cancel any other Contract or instalment.

5. Non-delivery

5.1 The quantity of any consignment of Goods as recorded by Arc upon despatch from Arc 's place of business shall be conclusive evidence of the quantity received by the Buyer on delivery unless the Buyer can provide conclusive evidence proving the contrary.

5.2 Arc shall not be liable for any non-delivery of Goods unless the Buyer gives written notice to Arc of the non-delivery at the time of unloading the Goods, or if the Goods are delivered to a third party within 7 days of the date when the Goods would in the ordinary course of events have been received.

5.3 Any liability of Arc for non-delivery of the Goods shall be limited to replacing the Goods within a reasonable time or issuing a credit note at the pro rata Contract rate against any invoice raised for such Goods.

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6. Risk/title

6.1 The Goods are at the risk of the Buyer from the time of delivery pursuant to clause 4.1 above.

6.2 Ownership of the Goods shall not pass to the Buyer until Arc has received in full (in cash or cleared funds) all sums due to it in respect of:

- (a) the Goods; and
- (b) all other sums which are or which become due to Arc from the Buyer on any account.

6.3 Arc shall be entitled to recover payment for the Goods notwithstanding that ownership of any of the Goods has not passed from Arc.

6.4 The Buyer grants Arc, its agents and employees an irrevocable licence at any time to enter any premises where the Goods are or may be stored in order to inspect them, or, where the Buyer's right to possession has terminated, to recover them.

6.5 Where Arc is unable to determine whether any Goods are the goods in respect of which the Buyer's right to possession has terminated, the Buyer shall be deemed to have sold all goods of the kind sold by Arc to the Buyer in the order in which they were invoiced to the Buyer.

6.6 On termination of the Contract, howsoever caused, Arc 's (but not the Buyer's) rights contained in this condition 6 shall remain in effect.

7. Price

7.1 Unless otherwise agreed by Arc in writing, the price for the Goods shall be the price set out in the written quotation from Arc.

7.2 The price for the Goods shall be exclusive of any value added tax which the Buyer shall pay in addition when it is due to pay for the Goods.

7.3 The price for the goods includes the cost of carriage to the Delivery Point but where the Buyer requires the Goods to be installed, an additional charge will be due and payable by the Buyer.

8. Payment

8.1 Deposits and payment terms to be agreed at time of award.

8.2 Subject to condition 8.4, payment of the price for the Goods is due in pounds sterling 30 days from the date that the Goods are invoiced.


8.3 Time for payment shall be of the essence.

8.4 No payment shall be deemed to have been received until Arc has received cleared funds.

8.5 All payments payable to Arc under the Contract shall become due immediately on its termination despite any other provision.

8.6 The Buyer shall make all payments due under the Contract in full without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Buyer has a valid court order requiring an amount equal to such deduction to be paid by Arc to the Buyer.

8.7 If the Buyer fails to pay Arc any sum due pursuant to the Contract, the Buyer shall be liable to pay interest to Arc on such sum from the due date for payment at the annual rate of 4% above the base lending rate from time to time of National Westminster Bank PLC, accruing on a daily basis until payment is made, whether before or after any judgment. Arc reserves the right to claim interest under the Late Payment of Commercial Debts (Interest) Act 1998.

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9. Warranty

9.1 If the Buyer establishes to Arc 's reasonable satisfaction that there is a defect in the materials or workmanship of the Goods or there is some other failure by Arc in relation to the conformity of the Goods with the Contract, then provided the Buyer has returned the Goods to Arc together with written notification of such alleged defect within 14 days of receipt of order Arc shall at its option, at its sole discretion and within a reasonable time:

- (a) repair or make good such defect or failure in such Goods free of charge to the Buyer (including all costs of transportation of any Goods to and from the Buyer for that purpose); or
- (b) replace such Goods with Goods which are in all respects in accordance with the Contract; or

9.2 Arc shall be under no liability under the warranty at Condition 9.1 above:

- (a) in respect of any defect arising from fair wear and tear, wilful damage, negligence, abnormal working conditions, failure to follow the company's instructions (whether oral or in writing), misuse or alteration or repair of the Goods without Arc's approval;
- (b) if the total price for the Goods has not been paid by the due date for payment;
- (c) for any Goods manufactured or appropriated to the Contract in accordance with any design, specification, instruction or recommendation made to Arc by the Buyer;
- (d) in respect of any type of defect, damage or wear specifically excluded by Arc by notice in writing; or
- (e) if the Buyer makes any further use of the Goods after giving notice in accordance with Clause 9.1;

9.3 The warranties set out in this Contract are the only warranties which shall be given by Arc and all warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from the Contract.

9.4 Any Goods replaced shall belong to Arc and any repaired or replacement Goods shall be warranted on these terms for the unexpired portion of the warranty.

10. Limitation of liability

10.1 Subject to condition 4, condition 5 and condition 9, the following provisions set out the entire financial liability of Arc (including any liability for the acts or omissions of its employees, agents and sub-contractors) to the Buyer in respect of:

- (a) any breach of these conditions;
- (b) any use made or resale by the Buyer of any of the Goods, or of any product incorporating any of the Goods; and
- (c) any representation, statement or tortious act or omission including negligence arising under or in connection with the Contract.

10.2 All warranties, conditions and other terms implied by statute or common law save for the conditions implied by section 12 of the Sale of Goods Act 1979 are, to the fullest extent permitted by law, excluded from the Contract.


10.3 Nothing in these conditions excludes or limits the liability of Arc:

- (a) for death or personal injury caused by Arc 's negligence; or
- (b) under section 2(3), Consumer Protection Act 1987; or
- (c) for any matter which it would be illegal for Arc to exclude or attempt to exclude its liability; or
- (d) for fraud or fraudulent misrepresentation.

10.4 Subject to condition 10.2 and condition 10.3:

- (a) Arc 's total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise, arising in connection with the performance or contemplated performance of the Contract shall be limited to the Contract price; and
- (b) Arc shall not be liable to the Buyer for any pure economic loss, loss of profit, loss of business, depletion of goodwill or otherwise, in each case whether direct, indirect or consequential, or any claims for consequential compensation whatsoever (howsoever caused) which arise out of or in connection with the Contract.

11. Assignment

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11.1 Arc may assign the Contract or any part of it to any person, firm or company.

11.2 The Buyer shall not be entitled to assign the Contract or any part of it without the prior written consent of Arc.

12. Force majeure

Arc reserves the right to defer the date of delivery or to cancel the Contract or reduce the volume of the Goods ordered by the Buyer (without liability to the Buyer) if it is prevented from or delayed in the carrying on of its business due to circumstances beyond the reasonable control of Arc including, without limitation, acts of God, governmental actions, war or national emergency, acts of terrorism, protests, riot, civil commotion, fire, explosion, flood, epidemic, lock-outs, strikes or other labour disputes (whether or not relating to either party's workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials, provided that, if the event in question continues for a continuous period in excess of 60 days, the Buyer shall be entitled to give notice in writing to Arc to terminate the Contract.

13. General

13.1 Each right or remedy of Arc under the Contract is without prejudice to any other right or remedy of Arc whether under the Contract or not.

13.2 If any provision of the Contract is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid, void, voidable, unenforceable or unreasonable it shall to the extent of such illegality, invalidity, voidness, voidability, unenforceability or unreasonableness be deemed severable and the remaining provisions of the Contract and the remainder of such provision shall continue in full force and effect.

13.3 Failure or delay by Arc in enforcing or partially enforcing any provision of the Contract shall not be construed as a waiver of any of its rights under the Contract.

13.4 Any waiver by Arc of any breach of, or any default under, any provision of the Contract by the Buyer shall not be deemed a waiver of any subsequent breach or default and shall in no way affect the other terms of the Contract.

13.5 The parties to the Contract do not intend that any term of the Contract shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person that is not a party to it.

13.6 The formation, existence, construction, performance, validity and all aspects of the Contract shall be governed by English law and the parties submit to the non-exclusive jurisdiction of the English courts.

14. Communications


14.1 All communications between the parties about the Contract shall be in writing and delivered by hand or sent by pre-paid first class post or sent by fax:

- (a) in case of communications to Arc to its registered office or such changed address as shall be notified to the Buyer by Arc; or
- (b) in the case of the communications to the Buyer to the registered office of the addressee (if it is a company) or (in any other case) to any address of the Buyer set out in any document which forms part of the Contract or such other address as shall be notified to Arc by the Buyer.

14.2 Communications shall be deemed to have been received:

- (a) if sent by pre-paid first class post, two days (excluding Saturdays, Sundays and bank and public holidays) after posting (exclusive of the day of posting); or
- (b) if delivered by hand, on the day of delivery; or
- (c) if sent by fax or e-mail on a working day prior to 4.00 pm, at the time of transmission and otherwise on the next working day.

14.3 Communications addressed to Arc shall be marked for the attention of The

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