

### **Pro Media Solutions - Terms & Conditions:**

- Estimates are only valid for 30 days.
- Payment of all invoices should be organised within 5 day of issue date
- New estimates may need to be issued and pricing may only be held upon receipt of a deposit and only if no price increases occur from manufacturers during the project timescale.
- For large projects pursuant to the estimate the following payment structure would be applicable:
  - Pro Media Solutions Ltd will issue a 20% (total invoice) deposit invoice.
  - Once work has commenced a phase 2 invoice of 40% of total invoice will be issued to the Client for payment.
  - Midway through the Installation a phase 3 invoice of 30% of total invoice will be issued to the Client for payment.
  - On completion of the Installation the final 10% of total invoice will be issued to the Client for payment.
- For small projects (taking place over a period of just a few days) the following payment plan is applicable:
  - Pro Media Solutions Ltd will issue an invoice for 75% of the total fees to secure installation dates and purchase hardware.
  - Upon completion of the work the remaining 25% invoice will be issued.
- Client agrees that if payment is not made according to the above plan, Pro Media Solutions Ltd has the right to stop all work until such time as payments have been brought up to date.
- Client understands that if changes are necessary during the course of installation, Pro Media Solutions Ltd will provide the Client with an updated estimate (or subsequent estimates) and the Client will be responsible for the additional incurred costs of the agreed upon changes.
- Pro Media Solutions Ltd will be responsible for purchasing all materials and equipment necessary for the completion of the job (once payment has been made by the client) which Pro Media Solutions Ltd agrees were included in the estimate, or if any additional changes were made.
- Pro Media Solutions Ltd agrees that subject to all other building contractors, work will commence as soon as possible.
- The technician's standard working day is from 8.00am to 4.00pm, Monday to Friday unless specifically agreed between both parties prior to work commencement.
- Pro Media Solutions Ltd agrees that any delays and/or changes not agreed to on the original estimate must be discussed with Client before work is to continue.
- Pro Media Solutions Ltd may use subcontractors should they choose, with the understanding that payment to the subcontractors is the sole responsibility of Pro Media Solutions Ltd.
- Pro Media Solutions Ltd holds a Public Liability insurance policy worth £1 Million covering equipment, materials and employees and/or subcontractors.

Please see [here](#) for details of our privacy policy.