



GENERAL TERMS AND CONDITIONS OF ORDER

- 1. The Authority will not be liable for any work done or articles supplied unless ordered on an official purchase order duly signed whether emailed, faxed or printed.**
- 2. All goods must be delivered carriage paid home unless otherwise agreed in writing.**
- 3. A delivery note must be sent with all materials.**
- 4. An invoice must be sent immediately to the Authority, at the address quoted on the front of an official purchase order, after the delivery of goods, or execution of work.**
- 5. The Authority shall have no liability to pay any sums due in consequences of an order if the Authority does not receive an invoice specifying the order number to which it relates. FAILURE TO SPECIFY THE ORDER NUMBER MAY RESULT IN AN INVOICE BEING RETURNED UNPAID.**
- 6. Official purchase orders incorporate and are made, subject to :-**
 - (a) in the case of orders made under a separate Contract and/or a framework agreement made between the Authority and the Supplier named on the order, the terms and conditions contained in that agreement, a copy of which may be obtained from the Authority's Director of Procurement (Tel: 0151 296 4556).**
 - (b) in the case of orders pursuant to contractual terms expressly agreed in writing between the Authority and the Supplier named on the order, those terms and conditions, and**
 - (c) in all other cases, the Authority's General Conditions relating to goods, services, and programs a copy of which may be obtained from the Authority's Director of Procurement (Tel: 0151 296 4556).**