

Nature of Business	<i>Please tick</i>	Business Type	<i>Please tick</i>
Specifier		Limited Company	
Architect		Partnership	
Interior Designer		Sole Trader	
Interior Designer with Showroom		Other	
Retailer			
Purchasing Agent			
Other			
Company Trading Details <i>(complete where applicable)</i>		Accounts Information	
Trading Name		Contact name	
Company Registration Number		Direct Telephone Number	
VAT Number		Email address	
Years in Business			
Company Address			
Town			
County			
Postcode			
Telephone			
Website			
Contact name			
Position within the Company			
Email			
Trade References	Reference 1	Reference 2	Reference 3
Company Name			
Contact Name			
Address			
Telephone Number			
Account Number			
I hereby certify that the above information is true and accurate and agree that payment for all purchases will be made in accordance with Rebecca Scott Terms & Conditions below:			
Signed		Date	

Terms & Conditions

General: Acceptance of these terms is signified and implied by the customer ordering the goods in writing or by phone, fax or e-mail. These terms relate to all furniture, lighting and accessory collections as well as goods manufactured as part of the Rebecca Scott bespoke service.

Dimensions: All furniture, lighting and accessory dimensions are approximate. Please contact Rebecca Scott if more detailed information is required, cad drawings can be supplied upon request.

Compliancy: All our lighting is wired to 220V (European) or 240V (British) and is "CE" certified. N.B. FAL do not provide bulbs/lamps with their products unless otherwise stated. Bulbs are available at all good electrical and home ware stores.

Finishes: All products are hand finished, therefore, slight variations in finish may occur.

COM: The fabric quantities recommended for upholstery apply to plain fabric with no pattern repeat. It is the customer's responsibility to advise Rebecca Scott of any specific pattern repeat or directional fabric requirement as the quantity required may alter. Leathers and other natural skins are usually supplied by the hide or in square meters and not by the linear meter. Please confirm your requirements with your hide supplier.

Customers supplying their own fabric/animal hide should note the following –

1. Ensure any fabric is fire retarded or scotch guarded before it is delivered to the Rebecca Scott factory, RS can offer an FR'd inter liner if required, prices and lead times can be provided upon request.
2. Ensure the fabric is clearly labelled with your RS order number.
3. Ensure that Rebecca Scott has been sent a cutting of the fabric, detailing the fabric name, reference, supplier and upholstery instructions if the fabric needs to be applied in a certain direction.
4. Ensure the fabric is sent **to the factory and NOT OUR SHOWROOM** address, the correct address is Rebecca Scott Ltd, c/o Charles Angrave, Unit 1, Brook Street, Thurmaston, Leicester LE4 8DA.

Custom/Bespoke products: Any custom product ie. non standard size or finished item, manufactured to a customer's specification cannot be returned. Rebecca Scott Ltd retains all intellectual property rights over all custom made and bespoke furniture designs.

Please ensure that consideration has been given to the following areas prior to placing your custom / bespoke order.

1. Access to the property, is it adequate? Will your furniture fit? Are stairs and doorways an issue?
2. Has your unit been designed to store electrical goods or clothing, if so will they fit, have these dimensions been taken into consideration? Has everything been included in the design are special hinges required, fixed or adjustable shelves, drawers on soft close runners. Please confirm your specification at point of order and do not assume they are automatically included.
3. Do you require toughened glass or beveled mirror and/or glass?

Rebecca Scott will not be held responsible for any difficulties experienced with your delivery or additional adjustments to product. All costs incurred for redeliveries and amendments to your order will be charged.

Lead times: Production of your order will not commence until payment and official purchase order is received. Lead times apply from date of payment. Please contact Rebecca Scott for estimated lead times relating to your Quotation or Order.

Pricing: All Rebecca Scott quotations are issued E & OE (errors and omissions excepted) and are valid for 30 days. Pricing applies to the style ref. quantity and dimensions requested. All product List selling prices are ex VAT and exclude fabric, special finishes and delivery charges unless otherwise stated. All delivery costs will be billed separately on the same goods invoice. Freight quotes may vary from initial quote, please confirm all product and delivery requirements before ordering. Rebecca Scott reserves the right to change pricing without prior notice.

Account application form: New customers are required to complete an account application form for approval prior to placing their first order. Account application forms can be provided upon request.

Placing an order: When placing an order you will need to submit your company purchase order with your RS account number, invoice and delivery address details. To avoid potential errors any RS product codes should be clearly noted on the Purchase Order.

Delivery: Delivery charges apply to all orders and are dependant on the value of the order. A delivery quotation can be supplied upon request. Delivery charges are non-refundable. All deliveries rely on accurate access details being provided by the client, if delivery cannot take place due to inaccurate information a redelivery charge will be incurred.

Standard delivery - Rebecca Scott consolidate orders onto weekly runs around the country which allows us to offer competitive delivery prices and do our bit for the environment. Deliveries are scheduled for a specific day Monday to Friday and carry an AM or PM delivery slot. Our delivery driver is happy to call half an hour before the delivery is due to take place as long as a contact number is provided. We cannot guarantee delivery within our usual timescale to a small number of remote rural areas.

Special delivery - Portered, 1 or 2 man delivery on a designated vehicle, at a date, time and location to suit their client. Prices available upon request.

International delivery - Prices available upon request.

Assembly & Installation

Our standard and special delivery service offers free assembly and positioning of Rebecca Scott furniture but does not include wall mounting mirrors/headboards etc should this service be required a quotation can be provided upon request. Packaging is removed upon request. If furniture cannot be placed in the correct room due to misleading access information then the goods will be placed in an alternative safe place onsite.

RS do not unpack, assemble or install FAL products. If a lighting installation service is required please contact Rebecca Scott for a list of our recommended installers. Fine Art Lamps products do require onsite assembly, depending on the collection this could be as simple as attaching the shade to the base or hand wiring crystals. Anyone purchasing a FAL fixture/fitting i.e. chandeliers, wall sconces, pendants etc will require assistance by trained professionals to install and wire the fitting. Where clients are using their own installer/ electrician etc RS strongly recommend that arrangements are made for them to call the day after the delivery, as we are unable to guarantee an exact delivery time on our standard delivery service.

All Tribu outdoor furniture is tailboard delivery only, please contact Rebecca Scott for a quote should a full installation, assembly and packaging removal service be required.

Payment: All new accounts and any orders under £5,000 ex VAT are strictly proforma. Any items purchased from stock require full payment, upon receipt of payment delivery or collection can be arranged. Orders over £5,000 ex VAT require a 50% deposit with the balance due prior to shipping. Balances for all lighting orders will be requested two weeks prior to the order shipping from America. All legal costs incurred collecting overdue payments will be charged to the customer. Orders where payment has not been received within a 7 day period will be cancelled. All products remain the property of Rebecca Scott Ltd until paid in full. Our lead times are quoted from receipt of deposit payment, no orders are put into production until payment has been received.

Bank Transfer - Please reference your invoice number and company name on the wire transfer for faster identification. Please email a copy of the transfer confirmation to enquiries@rebeccascott.co.uk for our records. Barclays Bank PLC, 127 Edgware Road, London, W2 2HT, Acct. No. 20658596 Sort Code: 20-03-53 IBAN Number: GB85BARC20035320658596 SWIFT /BIK CODE BARCGB22.

Cheque - Payable to "Rebecca Scott Ltd" should be posted with a copy of the Invoice to Rebecca Scott Ltd, 1 The Courtyard, Swinton Grange, Malton, North Yorkshire, YO17 6QR.

Storage Fees: Please note that storage fees may be charged if clients defer from the original scheduled &/or agreed delivery date by more than one calendar week. Customers are advised to contact Rebecca Scott immediately to discuss any revisions to their installation dates. Fees are charged at 5% of net order value.

Cancellations: Deposits are non refundable on cancelled orders. Orders cancelled after 7 days are non refundable. Any cancellations or changes to the order must be requested in writing within 7 days from placement of initial order. Any orders placed on terms cancelled after the 7 day term, will incur a 50% restocking fee. Custom, non-standard product manufactured to a customer's specification cannot be returned due to the unique nature of the individual piece. Furniture, Lighting or accessories purchased from stock are sold as seen and cannot be returned. Delivery charges are non-refundable.

Returns: All orders are checked prior to leaving our warehouse, upon delivery the risk in the goods passes to the client, you are required to inspect the goods upon receipt and report any loss or damages to Rebecca Scott within 48 hours, returns cannot be accepted after this time. Outward and return carriage will not be credited. Bespoke & custom orders are non-returnable. To enable us to assist you in the unlikely event of loss or damage please note the following upon receipt of the goods.

1. Is there any damage to the outer packaging/boxes? If so please photograph this before unwrapping further.
2. Clearly photograph the damage/defect to the product.
3. If the damage is to a lighting product please photograph and retain the cardboard hanging tag as this contains quality control information, which enables us to determine the route of the damage so we can address these issues to prevent future problems.
4. Thoroughly check the box and packing material prior to disposal as smaller parts such as lighting harps, finial and diffusers often get overlooked.

To proceed with a damages claim we will require the above photographic proof that the goods were damaged prior to receipt. Failure to provide this information may hinder the claims process.

Liability: All goods are supplied by Rebecca Scott on the condition that our liability for any fault or defect in the quality, condition description or suitability for any purpose is limited to an amount not exceeding the original purchase price of the particular goods ordered.