



CUSTOMER PAYMENT TERMS

We really value our customer relationships, so we aim to be clear and straightforward in our terms of business. Our Customer Payment Terms also play an important role in helping us to ensure that Engineers are rewarded in a timely manner for completing Assignments. These Customer Payment Terms are part of the Customer Terms and Conditions (Customer T&Cs), available at www.itarmi.com. The Customer T&Cs have priority over these payment terms if they conflict. Capitalised terms used in these terms have the same meaning as used in those Customer T&Cs. These payment terms apply with effect from 25 March 2020. Please send any questions regarding these terms to: payables@itarmi.com.

PAYMENT OF INVOICES

1. An invoice created through the ITARMI App will be deemed to be issued to you immediately on completion of the Assignment or such earlier time as is agreed with you (e.g. interim billing). Each invoice will be due and payable within 30 days (Payment Period).
2. If you have a pre-approved balance with us, we will reduce your balance by the invoice amount. The Payment Period will remain 30 days.
3. You authorise us to take payment for any Assignment during or after any Payment Period using bank account, credit card or other payment details that you have provided to us.

ENGINEER EXPENSES

1. Expenses that you have agreed to reimburse are due and payable by you at the same time as the invoice for the Assignment, or earlier if you agree in writing.
2. Please send any request for copies of receipts by e-mail to payables@itarmi.com.

VAT & TAXES

1. All amounts payable by you are exclusive of any VAT, sales or similar Tax or customs levies in any jurisdiction (if applicable), all of which are payable by you in addition to quoted fees and expenses. We shall provide you with a valid invoice for such Tax where applicable.
2. You will pay all amounts due and payable in full without any deduction or withholding (whether by way of set-off, counterclaim or otherwise), except for a Mandatory Deduction. You will, when making any payment to which a Mandatory Deduction relates, pay such additional amount as will ensure that, after the Mandatory Deduction, we receive the same final net amount (on an after-Tax basis) that we would have received if the Mandatory Deduction had not been required. If you make a Mandatory Deduction on account of Tax, you will promptly notify us and provide us with a tax certificate to evidence the fact that the relevant Tax has been paid and discharged in full to the relevant Tax authority.

Thank you from all of the ITARMI team.

Brett Riley

CEO

ITARMI