



As part of ITARMI's mission to revolutionise IT service delivery, we believe in transparency and clarity in our terms of business, including how Engineers are rewarded for their professionalism and hard work. These Engineer Payment Terms are part of the Engineer Terms and Conditions (**Engineer T&Cs**), available at www.itarmi.com and they are binding on you. The Engineer 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 Engineer T&Cs. These terms apply with effect from 25 March 2020. Please send any questions regarding these terms to: payables@itarmi.com.

ASSIGNMENT FEES & INVOICES

Your invoice for an App-enabled Assignment will only be valid and treated as submitted if it is correctly completed as required by the ITARMI App.

BUSINESS EXPENSES

1. An expenses claim is valid if it includes:
 - a. satisfactory evidence: itemised vendor receipts, tickets, invoices (in each case, clearly showing the date and vendor name)
 - b. Assignment details: Customer, Assignment reference number, times/dates, location
 - c. any other items we reasonably request (e.g. if required by Customer)
2. You agree that we may share your expenses information and receipts with the Customer.
3. Expenses will only be paid on the satisfactory completion of an Assignment, unless we agree in writing to pay interim expenses.
4. Expenses must only be sent to payables@itarmi.com

YOUR ACCOUNT DETAILS

1. We will make payments to you using the account information you have provided to us. You are solely responsible for ensuring that any account information you provide to us (including through the ITARMI App) is correct. You must also provide us with updated information if your account information changes.
2. We are **not** responsible for recovering or compensating you for misdirected payments that you do not receive as a result of you providing us with incorrect or out-of-date account information.

PAYMENT DATE

1. Your fees and/or expenses are due and payable on the first Friday following 30 days after the date on which you submit a valid invoice/claim; however, if that Friday is not a Business Day, the payment date shall instead be the next following Business Day.



2. Interest on late payment by us shall accrue on a weekly basis at a maximum rate of 2% per annum. We will not be liable for pay any enforcement, legal or similar costs, expenses or charges incurred by you, except to the minimum extent required by English law.

VAT & TAXES

1. All amounts payable to you are inclusive of any VAT, goods and services, use, sales or similar Tax or customs levies in any country (if applicable) and no additional amount is payable by us or any Customer in respect of such Taxes. All sales, income and other Taxes are your sole responsibility.
2. You will provide us with a valid VAT or other sales Tax invoice where we require you do so.
3. We recommend that you seek independent professional advice about whether you need to register for VAT or sales Tax in any country. We cannot provide any legal, tax or regulatory advice to you.
4. We will be entitled to make any Mandatory Deduction by way of deduction, set-off, counterclaim or otherwise against any current or future payments to you. We shall notify you in writing.
We will not be obliged to pay any additional amounts to you in respect of any Mandatory Deduction.

Thank you from all of the ITARMI team.

Brett Riley

CEO

ITARMI

