

Supplier Payments

Freuds is committed to paying our suppliers on time and encourage all of our supply chain to do the same

Our Commitment

1. Pay suppliers on time
 - within the terms agreed at the outset of the contract;
 - without attempting to change payment terms retrospectively; and
 - without changing practice on length of payment for smaller companies on unreasonable grounds
2. Give clear guidance to suppliers
 - providing suppliers with clear and easily accessible guidance on payment procedures
 - ensuring there is a system for dealing with complaints and disputes which is communicated to suppliers
 - advising them promptly if there is any reason why an invoice will not be paid to the agreed terms

Payment Terms and Invoicing

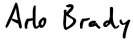
In order to process invoices promptly, invoices should:

- be raised and delivered on time in accordance with the contract or a reasonable time frame from goods/service delivery date
- be for the correct sum, and for no more than the purchase order (PO) value where one has been provided
- include the date, supplier name, contact details and bank details
- quote a valid PO reference where provided, in a PO12345 format. Where a PO has not been provided, the purchaser name should be stated
- be emailed to **finance@freuds.com**

Note: it is the supplier's responsibility to provide correct bank details and email addresses in order to facilitate payment.

Payment Terms on Public Sector Sub-Contracts

For any sub-contractors we engage with on public sector contracts, Freuds will pay the sub-contractor within 30 working days of having received funds from the end client, or any other time frame as required under the UK Procurement Act 2023, as long as the correct accounts payable process has been followed.

Signed by:

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CEO, July 2025