



4IT Systems Ltd

Settlement Discount Trebled. Now up to **7.5%**

Everyone needs a helping hand during difficult times, so we are pleased to announce an improvement to our settlement discount scheme introduced in October 2008. We are trebling the discount on offer to all account customers!

From 22nd Jan 2009, we will be introducing a tiered settlement discount reward scheme offering up to 7.5% discount on qualifying invoices to all of our account customers.

The discounts are as follows

Invoices Settled within 10 days of issue	: 7.5%
Invoices Settled within 20 days of issue	: 5.0%
Invoices Settled by the due by date (30 days)	: 2.5%

The terms of this scheme are the same as the previous one ie:

“**Settled**” means **we must be in receipt of cleared funds on or before the appropriate date**. Your discount will then be calculated from the net value (rounded down to the nearest penny) and applied against a subsequent invoice.

In order to ensure we are in receipt of your cleared funds in time, consider the following payment guidelines:-

- BACS payments - allow **4** working days for receipt (unless your bank offers the new same day service).
- Cheque payments - we must be in receipt of your cheque no later than **5** working days prior to your appropriate date.
- Cash payments - we must be in receipt of your payment no later than 12 noon on the appropriate date.

Exclusions

The discount scheme does not apply to the following.

- Non account customers
- Invoices due upon receipt.
- Any invoice with a previous (non settlement) discount already applied.
- Any invoice marked as ineligible.