

M1 Document Solutions have updated their pricing and payments terms and conditions. The following price and payment terms are effective from the 23/09/2021. If you have any queries, please contact our accounts team on 042 9749515 or email accounts@m1shred.com

1. Price

- a. Unless otherwise agreed in writing between the parties, the price for the Services shall be the price set out in the Order and is exclusive of any value added tax or other applicable sales tax or duty which shall be added to the sum in question.
- b. M1 Document Solutions Ltd reserves the right to charge the Customer (being a business Customer only) a transaction processing fee of up to 4% if the Customer at any time uses a credit card to pay for the Services.
- c. The replacement or repair cost of any Containers which have been lost or destroyed or damaged by the Customer whilst in the possession of the Customer, will be paid for by the Customer in addition to the price for the Services.
- d. At the conclusion of a contract, a collection fee of €50 per container applies, and will be paid for by the Customer in addition to the price for the Services.
- e. M1 Document Solutions Ltd shall be entitled to increase the prices of the Services by giving notice to the Customer:-
 - i. following any changes in the Services made at the request of the Customer and agreed by M1 Document Solutions Ltd, or to cover any extra expense as a result of the Customer's instructions, or failure by the Customer at any time to give adequate or accurate information or instructions;
 - ii. in the event of any material fluctuations in the market for recycled materials (including without limitation paper);
 - iii. in the event of a significant rise in fuel; or
 - iv. if M1 Document Solutions Ltd considers an increase in price to be reasonably justified by any increase in the price of materials or the cost of labour or the cost of complying with any legal requirements or any other overheads, relating to the provision of the Services.
- f. In addition to the provisions of Clause 1 e., M1 Document Solutions Ltd also reserves the right to increase the prices of the Services annually, by no more than 10%, without giving notice to the Customer.

2. Payment

- a. In general payment for services is due on day the services are completed unless otherwise specified in the Customer Services Agreement or subsequently agreed in writing by M1 Document Solutions Ltd. M1 Document Solutions Ltd will invoice the Customer at the time of the performance of the Services commences and subject to clause 2 d., the Customer shall pay each invoice submitted by M1 Document Solutions Ltd in Euro, or where agreed in advance by M1 Document Solutions Ltd an alternative currency, on day the performance of the service occurs.
- b. No payment shall be deemed to have been received until M1 Document Solutions Ltd has received the payment in cleared funds.

- c. All invoices and other sums payable to M1 Document Solutions Ltd under the Contract shall become due immediately upon termination of the Contract. On termination, M1 Document Solutions Ltd reserves the right to raise an invoice (which shall be payable by the Customer immediately upon receipt) including any contracted collections for the duration of the remaining Contract length, or any other sums payable under the Contract for which no invoice has been raised.
- d. All payments to be made by the Customer under the Contract shall be made in full without any set-off, restriction or condition and without any deduction for or on account of any counterclaim.
- e. All payments to be made by the Customer under the Contract shall be made in full without deduction of or withholding for or on account of any present or future taxes, levies, duties, charges, fees, deductions or withholdings of any nature unless the Customer is required by law to make any such deduction or withholding.
- f. M1 Document Solutions Ltd may set-off any payment made by the Customer to M1 Document Solutions Ltd to such of the invoices for the Services as M1 Document Solutions Ltd thinks fit, despite any purported appropriation by the Customer. If any sum payable under the Contract is not paid when due then, without prejudice to M1 Document Solutions Ltd's other rights under the Contract, that sum shall bear interest from the due date until payment is made in full, whether before and after any judgment, at 2% per month and M1 Document Solutions Ltd shall be entitled to suspend performance of the Services until the outstanding amount has been received by M1 Document Solutions Ltd from the Customer.
- g. If for any reason a Service is cancelled by the Customer after 1:00PM, one working day before the Service date, the quoted charges for that Service will still be payable.
- h. Where a Customers' internal processes require a Purchase Order to be added to an invoice, it is the responsibility of the Customer to supply such a Purchase Order. The absence of a Purchase Order where required, but not provided, will not render the invoice invalid, and it will still be due for payment