

stephenSMITH

Legal Entity

Stephen Smith – Sole Trader as of 1st April 2022

Trading Address

I work from a well-connected home Office in Winchester, Hampshire. I don't publish (or hide) my address - for obvious reasons - but if you need to know, or want to send me something, please ask.

Terms and Conditions

Proposals & Estimates

Proposals are based on UK£ prices in effect at date of proposal/estimate and will not include VAT, as I am not VAT registered

Billing & Payment Terms

Consultancy, retainers and projects are billed in advance - payment terms strictly 30 days net from date of invoice unless otherwise agreed in writing.

Additional costs

Additional and Ad Hoc costs will be billed for payment in seven days from date of invoice.

Late Payment

Stephen Smith complies with [The Late Payment of Commercial Debts \(Interest\) Act 1988](#) and reserves the right to charge interest on overdue accounts at 2% per month.

Expenses

Expenses such as travel: 2nd Class rail, car mileage at 45ppm, subsistence and hotels etc are billed at cost - will be invoiced as required for payment in seven days from date of invoice.

Intellectual/creative property

stephenSMITH will assign Intellectual/creative property, where it owns them, but retains ownership of *all* deliverables, including Intellectual/creative property, until full payment of *all* current invoices is received.