

# ADMINISTRATIVE CHARGE SCALE

DETAILS OF THE CHARGES THAT MAY BE APPLIED UNDER THE ADMINISTRATIVE CHARGE SCALE

## ADMINISTRATIVE CHARGE SCALE FEES

Condition	Fee
Each time Print Logic are unable to collect payment of an invoice by Direct Debit.	1% of amount owed or £20 Minimum Fee £20
If a direct debit is not set up or; the customer cancels a Direct Debit or; Print Logic cancel a Direct Debit because the customer has repeatedly failed to pay.	1% of amount owed or £20 Minimum Fee £20
If the Late Payment of Commercial Debts (Interest) Act 1998 does not apply Print Logic are entitled to recover all costs incurred in the collection of all monies payable under the service contract. This includes an administration fee of £100 + VAT per unpaid invoice.  Which you do not pay when due plus interest on overdue invoices at a rate equivalent to that payable under the Late Payment of Commercial Debts(Interest) Act 1998 and legal costs on an indemnity basis, in addition to any other rights we may have in respect of this contract.	*£100 + VAT administration fee per unpaid invoice PLUS *Interest on overdue invoices PLUS *Any legal costs
Fail to take delivery of the equipment	Storage costs PLUS 5% administration costs
	All fees are cumulative.

Termination and reduction in print volume fees	Fee
Print Charges	Liquidated damages = 60% of the average monthly print charges for the previous six months  x the number of months remaining on the contract.
For rented equipment	All outstanding rental payments for the duration of the contract
Administration Costs	£100 for the first item of Equipment and £50 per additional item of Equipment
	All fees are cumulative.

Other charges	Fee
Minimum quarterly print charge	£30