

Standard Payment Terms Additae Artes Limited

May 2026

Additae Artes Limited (AAL) is committed to fair, transparent and prompt payment practices in support of responsible commercial relationships and the principles of the Procurement Act 2023.

AAL aims to pay all valid and undisputed invoices within 30 calendar days of receipt of a correctly rendered invoice and acceptance of the relevant goods or services. Where an invoice is disputed, AAL will promptly notify the supplier, providing details of the issue and working collaboratively to achieve a timely resolution.

AAL promotes prompt payment throughout its supply chain and, where appropriate, encourages subcontractors and suppliers to adopt similar payment practices. The company recognises that timely payment supports the financial resilience, sustainability and growth of SMEs and other suppliers.

To support effective payment performance, AAL:

- Operates clear invoice approval and payment processes.
- Reviews invoices promptly upon receipt.
- Notifies suppliers quickly where clarification or correction is required.
- Monitors payment performance and seeks continuous improvement.
- Maintains open and constructive communication with suppliers regarding payment matters.

AAL is committed to conducting its business with integrity and in a manner that supports value for money, fair competition and strong supplier relationships in accordance with applicable procurement legislation and good commercial practice.

Mark Elliott

Mark Elliott
Director of Additae Artes Ltd

Ceilia Gresswell

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Director of Additae Artes Ltd

