**Schedule 4 – Contract Price – Payments**

**Sch4.1 Price for this contract**

Sch4.1.1 In consideration for the provision of the Services by the Provider, the Council shall pay the Provider, exclusive of value added tax, the amount agreed through the tender process

Sch4.1.2 The contract price is a defined and limited amount, and it is expected that annual uplifts are not applicable.

**Sch4.2 Method of Payment**

Sch4.2.1 At the start of the contract year the Council will issue a Purchase Order to the Provider detailing the amounts payable under this Contract.

Sch4.2.2 When a payment is due, the Supplier should invoice the Council requesting payment for the relevant amount. For payment to be made the invoice must clearly show the correct purchase order number. Invoices that do not show these details will be returned to the Supplier and payment will not be made.

Sch4.2.3 Invoices should be sent to [invoices@norfolk.gov.uk](mailto:invoices@norfolk.gov.uk)

Sch4.2.4 Payments will be made within 30 days from receipt of the invoice.

Sch4.2.5 Payment will normally be made by Banker’s Automated Credit System (BACS). A remittance advice note will be sent to the Agent detailing payments made.

Sch4.2.6 The provider shall comply with requests from the Council for invoices to be submitted electronically.

**Appendix 1 to Schedule 4 – Contract Price**

|  |  |
| --- | --- |
|  | **Price Cap** |
| Adoption Support | £37,000 |