



## ASM Technologies Ltd - Invoicing and Payment Guidelines

Hello,

The below guidelines are being issued to help create a problem-free invoicing and payment process, and to avoid any potential misunderstandings.

1. We aim to set up all our suppliers on a 30 day EOM credit account as a minimum.
2. We do two payment runs per month: one in the middle and one at the end of each month. Payments will be made on receipt of a valid statement.
3. Once we have placed an order you must confirm receipt of it within 24hours, and provide ETA if possible.
4. We expect to receive an invoice from you on the day of delivery, if not before.
5. It is from the date of delivery (not the date of the order) that the 30 day payment terms commence.
6. All invoices must be sent to: [invoices@asmtech.com](mailto:invoices@asmtech.com)
7. To avoid any delay in payment, your invoice needs to be detailed correctly. The invoice needs to have our full Company name, Company address and shipping address details on. As well as your full Company name and address.

For example:

- a. Our billing address is:

ASM Technologies Limited,  
Windsor House,  
Gadbrook Business Centre,  
Northwich, Cheshire,  
CW9 7TN, United Kingdom

- b. Our delivery address: *(Unless otherwise indicated)*

ASM Technologies Limited  
Main Stock Warehouse  
Units 8-9 Premier Park  
Winsford Industrial Estate  
Winsford, Cheshire  
CW7 3PH

8. We will require your payment details, so please ensure these are sent along with your invoice.
9. Should you experience any delay in receiving any due payment, please contact our Purchase Ledger team [Purchaseledger@asmtech.com](mailto:Purchaseledger@asmtech.com)

If you have any questions about these invoicing and payment terms, or indeed any other matter, please do not hesitate to contact us.

Kind regards,

ASM Technologies Limited