

EXPORTS – how to place an order

Importing a Theraposture product into your country is easy and efficient

How do I place an order?

- At the time of your initial enquiry our Product Specialist will explain the payment process to you and will send you a PDF document confirming this.
- The full value of your order will be confirmed in your quotation.
- By placing your order with Theraposture, you are confirming that you will and are able to pay for the full value of your order before anything leaves our factory.
- **Your order is paid for in three stages:**
 1. An initial £1000 pre deposit payment by credit/debit card – this can also be paid by bank transfer.
 2. A further deposit payment of 50% of outstanding order value is required before anything is made or prepared. A pro forma invoice will be sent to you for the deposit payment. This can be paid by bank transfer/wire.
 3. The balance payment.
- Once the deposit payment is received, your order will be released to our factory and we will prepare the order ready for shipping, including packing.
- The full remaining balance payment is due within 14 days from when the deposit payment is received. We will send you a second pro forma invoice for this (the remaining balance). Full payment for the order must be made prior to any goods being collected for shipping.
- Cancellations based on non-payment incur a 20% retention fee to cover the export packing crate, packing materials, administration costs and export documents.



Example:

Total value of order - £10,000.

Pre deposit payment of £1000 paid by card or by bank transfer:

50% deposit of remaining balance - £4500.
(pro-forma invoice sent)

Remaining deposit balance (£4500) (pro-form invoice sent).

Bank details:

Account name: Theraposture Ltd

Account number: 10864358

Sort code: 20-05-06

Address: Barclays, Milsom Street, Bath

IBAN: GB46 BARC 2005 0610 8643 58

SWIFTBIC: BARCGB22

Payment reference is your quote number.



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