



Bolton College Deane
Road Campus Deane
Road Bolton BL3 5BG

Tel 01204 482000

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Email info@boltoncc.ac.uk

Web www.boltoncollege.ac.uk

Registered No. 11198091

VAT Reg No. GB 302 2298 42

Terms & Conditions (Supply of Goods & Service)

Official Order	The Corporation will not be responsible for goods supplied or services rendered unless covered by an official order.
Order No	The order number must be quoted on delivery notes, invoices and any correspondence.
Order Acknowledgements	All acknowledgements of orders must be sent to the ordering department.
Delivery Note	A delivery note showing quantities and weights must be sent with each consignment of goods.
Invoices	An invoice, bearing the name Bolton College, and the official order number should be forwarded as promptly as possible to Financial Services Department, Bolton College , Deane Road , Bolton , BL3 5BG. The College prefers the documents to be e-mailed to purchase.ledger@boltoncc.ac.uk
Delivery	Goods must be consigned carriage paid to the address above, and must be supplied in accordance with any relevant contract in existence between the supplier and the Corporation or with any specific quotation, which may have been given.
Alterations	Any alterations in prices, quantity, specification or conditions must be notified to the ordering department and confirmed by the Director of finance in writing.
Inspection	All goods are subject to inspection after delivery. The Corporation reserve the right to reject any which are in the Corporations opinion faulty or not up to sample or specification, and such rejected goods may be returned to the supplier by the Corporation at the suppliers expenses.
Payment	Payment of invoices will normally be made 30 days from the invoice date, on the proviso that all terms and conditions stated herein have been met.

The foregoing conditions shall form part of the contract between the Corporation and the supplier and are in addition to and without prejudice to the Corporations rights at common law or by statute.

Centre Addresses

Brownlow Fold CLC
Eskrick Street
Bolton
BL1 3EF

01204 482901

Deane & Derby CLC
Board Street
Bolton
BL3 5EH

01204 482920

New Bury CLC
Buckley Lane
New Bury
Farnworth
BL4 9PR
01204 482960