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# *Better Payment Practice Code*

26th July 2009

VSS Virtual Secretarial Services

*As a business we promise to:*

- 1. Agree payment terms at the outset of a deal and stick to them;*
- 2. Explain our payment procedures to suppliers;*
- 3. Pay bills in accordance with any contract agreed with the supplier or as required by law;*
- 4. Tell suppliers without delay when an invoice is contested, and settle disputes quickly.*