



Trading Criteria

1. Pricing

All Non-Stock Tile Profiles and Colours will carry the following surcharge:
 (Current stock profile available at www.russellrooftiles.com for up to date profiles and colours)

Commercial Range	£200/thousand
Natural Range	£200/thousand

All quotation prices are based on 28 tonne full load flatbed articulated vehicles unless otherwise stated.

All deliveries requested on vehicles *excluding* 28 tonne full load articulated flatbed vehicles, will be subject to surcharges as detailed below (see section 5 vehicle availability)

All orders which are more than a full articulated load will have the part load balance invoiced at the part load price, which is highlighted on our quotations.

All prices quoted are for deliveries within a 100-mile UK Mainland radius from our tile works unless stated on the quotation.

Any orders below the minimum order value of £500 will have a surcharge of £100 or the exact haulage applied if greater.

All quotations are in accordance with the Trading Criteria detailed herein and in association with our Terms & Conditions detailed on our website at www.russellrooftiles.com

2. Orders

Orders for interlocking profile roof tiles and Plain tile main roof orders will only be accepted per full pallet quantities as detailed below:

Commercial Range		Natural Range		Regency Range - Main Roof	
Tile Profile	Full Pallet	Tile Profile	Full Pallet	Tile Profile	Full Pallet
Grampian	192	Galloway	240	Plain	900
Highland	192	Lothian	240	Eaves	1,200
Pennine	192	Bute	240	Tile & Half	540
Double Roman	192	Moray	240		
		Polden	240		

Orders which do not conform to these criteria will be automatically rounded up to the nearest full pallet and invoiced accordingly.

All orders for Universal, Multi, Half and third round ridge tiles will only be processed in banded quantities (4 ridge in a band); all orders received will be rounded up to the nearest banded quantity and invoiced accordingly.

Orders for Plain Tiles must be banded in 10's unless for Main roof orders (see above table) and other ancillary products and fittings remain unaffected.



All orders to be placed preferably in full load quantities on an Artic flatbed vehicle

A Full load is made up of the following

1. Tiles Only

Natural Tiles 24 Pallets

Commercial Tiles 26 Pallets

Plain tiles 23 Pallets

2. Mixed Loads

If batching orders together, we will accept a full load can be a mixture of Tiles / Ridge / Accessories.

Eg. x24 Pallets of Commercial Tiles, x2 Pallets of Ridge (2 Pallets of ridge = 1 pallet of tiles) and x1 Pallet of Accessories = 26 Pallets.

Or x22 Pallets of Natural Tiles, x2 Pallets of Ridge (2 Pallets of ridge = 1 pallet of tiles) and x1 Pallet of Accessories = 24 Pallets.

All orders and amendments must be faxed or emailed to our customer service department for invoice clarity prior to delivery.

Email Address: orders@russellrooftiles.com

Fax: 01283 516 290

Orders placed will be restricted to one date amendment per order. The amendment needs to be sent to customer services at least 4 weeks in advance of the order due date and be amended backwards by at least 4 weeks. Amendments will not be accepted outside of these parameters.

Other Order amendments for changes to quantities / products and colours etc must also be sent at least 4 weeks in advance of the order due date to customer services and must be in the form of a new amended official order. Any amendments required to orders within this timescale will not be processed and the order will either need cancelling, with a new order being placed which will attract the lead time at the point of order placement or the original is accepted in its current form. Any other form of correspondence requesting order amendments will not be processed unless the above is adhered to.

Any order placed that is for onward use by a customer for use outside of the mainland UK will be at the customer's risk. Russell Roof Tiles will take no responsibility for breakage / shortage/ colour or quality with any product unless this has been agreed in writing prior to acceptance of the order.

3. Wooden Pallet Recovery Scheme

There will be **NO** collection available from developer sites or Customer Yards.

Pallets **MUST** be returned by yourselves to Lockerbie or Burton plants for a £4 per pallet credit

A minimum quantity of 25 Pallets at a time are required to qualify for a return

We reserve the right to reject damaged pallets which do not meet with our quality criteria.

A Pallet must not have any Bearers damaged or missing

A Pallet must not have any Boards damaged or missing

A Pallet must be clean of all site debris / mud

Only pallets which meet our quality criteria on inspection will receive the above credit. Any pallets failing to meet the quality criteria will not be accepted and the customer will be required to remove the damaged pallets from site.

Pallet returns will only be accepted by appointment only. This **MUST BE** arranged with the customer service department on the contact number 01283 517070 option 1.

Appointments must be arranged a minimum of 48 hours in advance of vehicle arrival. Failure to arrange an appointment will mean unfortunately the vehicle will be turned away from our premises.

4. Distribution

If orders are placed before 15:00 on day of order, upon receipt, deliveries will be made as follows:

Under normal market conditions, we anticipate availability as follows:

Stock Product	5 Working Days (1 Weeks)
Non-Stock Product	10 Working Days (2 Weeks)

(Stock product is based on current weeks of sales of specific product)

These notice periods may vary from time to time at our discretion due to specific market demands. (Please see separate notification letters)

To assist stock holding and improve efficiency; customers should supply accurate three-monthly forecasts to their sales executive of all products required.

We are unable to accept responsibility and or charges for out of stock occurrences.

Customers should be notified, where possible up to 48 hours prior to delivery.

Orders, where possible, should be in articulated full load and flatbed quantities to maximise delivery expectation.

We are unable to accept responsibility and or charges for later than requested deliveries.

We are unable to accept responsibility and or charges for later than notified deliveries due to circumstances beyond our control.

Should delivery requests be made, and customer sites/yards not accept the ordered load, delivery charges will be levied as appropriate (see section 7 – Re-stocking).

Any order that is amended or has its delivery date altered by the customer within 48 hours of the notified shipment date will incur a minimum £500 handling charge to recover all RRT costs; which includes labour, packaging, re-packaging, re-stocking, transportation costs and administration costs. The exact costs will be advised at the time of the amendment being made. The Order will be then treated as a new order and the appropriate lead time applied from the date of the amendment (unless it has been agreed in writing by a Regional Sales Director)

Where amendments are concerned should they be of a minor nature as approved by a Customer Services Supervisor no charge will be incurred.

5. Vehicle Fleet Availability

Orders can be delivered in full load or multi drops to sites based on 28 tonne articulated flat-bed vehicles

All other vehicle types will incur a surcharge as set out below.

Articulated Mechanical Offload (Crane/Moffett):

Full Load Surcharge £500 per order

Part Load Surcharge £750 per order

Wagon & Drag:

Full Load Surcharge £1,000 per order

Part Load Surcharge £1,500 per order

Availability or surcharge vehicles are restricted, and this could result in extended delivery times.

6. Collections

Collections are available from 10.00am to 3.00pm Monday-Thursday, 10.00am to 2.00pm on a Friday

No collections can be made until a COLLECTION CONFIRMATION DOCUMENT has been received by the customer in writing from RRT and the customer has contacted the Customer Services department to book a date and time for collection. The collection confirmation document is required to be shown by the collection driver on arrival at the relevant collection point away.

All orders must be collected in full before the collect by date on the Collection confirmation. Failure to do so will result in the collection order being cancelled and the customer will need to place a new collection order. The Customer will then have to wait for a new collection confirmation before arranging to collect.

Unfortunately due to Health and Safety site controls, attempts to collect materials without a Collection Confirmation notification will be refused and the customer turned away from the depot.

All collections orders must be placed in quantities that can be collected in one visit. (ie one order one collection). If a customer fails to collect in one visit RRT reserve the right to cancel the balance of the collection and the customer will have to place a new collection order for the remaining items.

If a customer fails to collect after arranging a date and time and the collect by date has expired a restocking fee will be charged to the customer of £200 or 20% of the order value whichever is the greater

Any collection order with a value of £250 or less will incur an automatic £100.00 surcharge to the order.

7. Re-Stocking

Product will only be accepted back under certain business criteria namely:

1. The return of goods will not be detrimental to our stock holding position.
2. Product that is returned is less than 48 hours old and in a saleable condition.
3. Product accepted back will incur costs as detailed:
 - a) 20% of order value.
 - b) If the order value is less than £500 a minimum £100 surcharge will apply.
 - c) All transport costs associated with the original delivery along with any incurred costs by our company to collect the specified products will be deducted.
 - d) Any costs due to damaged product will be deducted on inspection when returned.
 - e) All costs detailed in a) – c) will be sent to you to confirm your acceptance in writing prior to our company accepting any returned goods.
 - f) Any costs incurred due to item d) will be notified to you by our customer services department as soon as possible.
 - g) No goods can be returned to our Tile works without written prior agreement by your RRT Regional Sales Director and confirmed in writing by a customer Director/ Manager Designate.

8. Accounts

Russell Roof Tiles payment terms are strictly 30 days net from month end invoice for all credit account customers.

Payment is strictly managed by our account collection colleagues at our Burton office.

Payment in addition to cheque format can be made by BACS and Direct Debit:

Bank Name: Yorkshire Bank

Sort Code: 05 / 00 / 24

A/c Number: 68087489

Please contact our Accounts Department on:

Tel: 01283 517 070

Fax: 01283 516 290

Email: accounts@russellrooftiles.com

Payment Instructions:

Please include Account Number and Invoice Number with payment and in all correspondence.

If paying by BACS please pay:

Russell Building Products Ltd.

If paying by cheque, please pay:

Russell Building Products Ltd.

Nicolson Way, Branston, Burton-on-Trent, Staffs, DE14 2AW

VAT Reg. No: GB115885496



Any delivery queries must be notified within 48 hours of delivery and any invoice queries must be notified to accounts@russellrooftiles.com within 5 working days of invoice.

Furthermore, should any rebate customer not using all Russell Roof Tile fixtures and fittings in association with Russell tiles on the same roof then all or part of rebate payments will be forfeited.

9. Technical

RRT will provide a free 'on-line' fixing specification service, when requested via our on-line software at www.russellrooftiles.com

All other forms of fixing specification requests will incur an additional charge of £50.00 per fixing specification, i.e. for each house type. However, RRT will still provide a free service where technical assistance is required due to 'non-standard detailing'.

10. Office Hours

Monday-Thursday	8.00am – 17.00pm
Fridays	8.00am – 16.00pm

11. Complaints Procedure

Any complaint regarding the delivery or quality of product must meet the criteria below.

Delivery and Acceptance of Goods

Unless otherwise agreed in writing RRT will deliver the goods in normal working hours. The customer must ensure an authorised person from their company is present to sign for the goods when delivery is made. By signing the delivery docket the customer acknowledges receipt of and acceptance of the goods in accordance with RRT Terms and conditions.

Complaint Process

A Complaint will ONLY be considered if the customer has reported an issue with the goods within 2 working days of the delivery date. The complaint needs to be in writing supplying photographic evidence and detailing the issues concerned.

Or

The customer notifies the company in writing of any issues within in a reasonable period of time after the delivery, of an issue that would not have been apparent within 48 hours of delivery. The complaint needs to be in writing supplying photographic evidence and detailing the issues concerned.

If a complaint has been made within the above criteria the following process will apply.

1. If required, an RRT representative will visit site to verify the issues raised and report their findings.
2. If a site visit is necessary, then the customer must make sure the product is made available for inspection. If the product is not available for inspection, then no credit will be considered.
3. If RRT find that the issue is not of RRT making (i.e. due to poor workmanship or not fitted in accordance with correct practice and Standards, then RRT reserve the right to charge the customer for the visit and any associated costs.

4. If the complaint is a quality issue with the goods and is proven to be of RRT making, following investigation by RRT a credit will be raised in the form of either replacement product or a monetary credit to the customer account.

Russell Roof Tiles guarantees are deemed null and void where Russell Roof tile products are utilised with Third party products on the same roof without our Technical Directors written consent

Product Colour

RRT Manufacture tiles to BS EN 490: 2011: "Concrete Roof Tiles and Fittings" which acknowledges slight colour variation may occur as a consequence of the production process, and under the influence of natural weathering, changes in colour and appearance can occur.

It is the roofing contractors' responsibility to ensure that roof tile colouring and the product finish quality is consistent to that specified. Roofing contractors should mix tiles on site from a minimum of 3 pallets to help to prevent patches or bands of colour in accordance with recommended industry good practice.

Efflorescence

Due to the constituent nature of concrete products, an unpredictable, temporary change in appearance, known as efflorescence, occasionally takes place. Efflorescence or lime bloom is a natural phenomenon resulting from the reaction between cement and water which produces calcium hydroxide 'lime'. In certain conditions the lime will move through the concrete to the surface of the tile where it reacts with carbon dioxide in the atmosphere to produce a deposit of calcium carbonate crystals causing white patches.

It is not harmful, and the effect is only temporary, and weathering, wind and rain will gradually remove the deposits leaving the true colour of the tile. It can occur at any time after manufacture and it should be noted, it is only superficial and in no way, affects the quality or functional properties of roof tiles. The length of time efflorescence remains varies as it is influenced by the weather.

For full details please see our Terms and conditions which you can find on our website:
www.russellrooftiles.com

12. Health and Safety

Please be advised as of 01/12/2011, all Russell Roof Tiles sites became Class 2 PPE standard. All employees are fully compliant and all customers/suppliers attending site for loading or unloading of product must be compliant to Class 2 should they wish to exit their vehicle.

Class 2 in accordance with Russell Roof Tiles and HSE guidelines is:

- Full protective short sleeve Hi-Viz jacket/coveralls (long sleeve in specific areas as designated)
- Hard hats
- Eye protection goggles
- Protective gloves
- Safety boots (not riggers)

Should any person attend site for loading or unloading without these requirements they will not be allowed out of their vehicles for any reason once entering our yards.

Russell Roof Tiles will no longer loan any form of PPE equipment to non-Russell employees.



Should you have any queries concerning the above, please contact your local sales executive.