



The Hotel Buying Office

HOTEL SUPPLY SOURCING REFITS REFURBISHMENTS

The Hotel Buying Office (“THBO”) Terms of Conditions (Quotation)

1. All quotations for the supply of goods and services are subject to our terms and conditions. A copy of our terms and conditions can be downloaded from our website.
2. Quotations are estimates only until confirmation of order, when a firm price and final quotation will be advised. The quoted price per item includes shipping and delivery to the hotel unless otherwise specified. THBO reserve the right to change the individual item quantity to align to the item’s carton quantity.
3. The final quotation price per item, includes shipping and delivery to the hotel unless otherwise specified, may differ from the original quoted price per item due to a number of factors, but not limited to the following:
 - a) Change in total order volume (CBM), weight and the number of items ordered.
 - b) Change of the supplier price per item since the original quote. e.g. minimum order quantity.
 - c) Exchange Rate Movement by more than 3.5% since the original quote.
 - d) Any and all additional Export and Shipping charges incurred beyond THBO control.
 - e) Certain third-party charges, fees, taxes, levies and other imposts (including without limitation port and statutory charges) are beyond THBO control and are subject to change without notice.
 - f) Freight, Origin and Destination additional and surcharges are subject to change at time of shipment and are not fixed for the validity of the quote.
 - g) Any and all additional charges incurred as a result of or arising from quarantine, Customs or security requirements, including (but not limited to) additional moves, cleaning, and fumigation costs.
 - h) Change in Shipping or Delivery Methods or additional services required.
 - i) Variations in costs to THBO associated with the supply of goods or services.
4. Prices quoted by THBO are subject to changes necessary to correct changes that may occur from suppliers and freight agents. The quotation may be withdrawn at any time before an order is placed.
5. Quotations are valid for 30 days unless indicated differently on the quotation which may be more or less than 30 days. After 30 days the quote will have to be reconfirmed in writing before it can be accepted.
6. Samples required are invoiced at the cost of sample plus the cost of freight and delivery of the sample to client. The estimated sample charge is advised on quotations.

In the event items are not ordered within 8 weeks of receipt of sample, the client will be invoiced at the sample cost, sample freight and delivery charges + \$200 + GST. If the item is then ordered, the \$200 charge will be credited against the invoice charge.

If the client makes alterations on the agreed sample specifications e.g. design, colour or any other details and a further sample is required, additional sample charges may apply again.

If the sample is not as per specifications from the manufacturer, THBO will work with the manufacturer for a replacement sample at no charge.
7. If the quotation is accepted, THBO will treat it as a placement of an order by the customer.
8. Any items or service requested is deemed as acceptance of The Hotel Buying Office (“THBO”) Terms & Conditions as written here.