

# SUPPLIER PAYMENTS POLICY AND PLAN

Cluttons LLP is a limited liability partnership registered in England and Wales (registered number OC344742). Cluttons LLP is the parent company of a number of Cluttons subsidiaries and provides property consultancy and agency services in the UK. The firm's regulator is the RICS.

Cluttons are committed to paying their suppliers in a timely manner and in accordance with all relevant legislation and good practice.

Our commitments are that:

- All suppliers engaged by Cluttons for public sector work will be paid within 30 days of receipt of invoice; and
- All suppliers engaged by Cluttons for private sector work will be paid within 60 days of receipt of invoice.

Our aim is to meet and exceed the following targets for payment of invoices:

- Pay >95% of all supply chain invoices within 60 days of receipt.

Cluttons have recently taken steps to automate our supplier payment process to ensure all invoices are paid within contractual terms. Additionally, Cluttons finance team review our supplier payments on a weekly basis and request supplier statements, to ensure all invoices due for payment have been correctly captured.

Cluttons Operational and Management Boards are committed to the prompt payment of suppliers and carry out regular reviews of payment schedules and invoice payment targets.

Signed: 

**James Gray, Managing Partner**

**Date: 8 July 2021**