

## 1 Supplier payment policy

- 1.1.1 Lithos are committed to paying all suppliers promptly.
- 1.1.2 All supply chain invoices must be approved by Lithos' Project Manager and sent to the Finance Director for payment. Lithos' policy is to:
- Pay suppliers on time and within terms agreed at the outset. In the absence of any agreement, Lithos will pay the supplier the month following receipt of invoice. For most suppliers this results in 30 day terms.
  - Pay 95% of all supply chain invoices within 60 days.
- 1.1.3 Our supplier payment policy can be found on our website ([www.lithos.co.uk](http://www.lithos.co.uk)) and suppliers can use it to complain if they are unhappy with our payment performance.
- 1.1.4 Our payment performance will be reported by the Finance Director at the monthly Board meeting.

## 2 Update and review

- 2.1.1 This policy will be updated and reviewed annually and approved by the Board.



**Tracy Perrin – 31 May 2024**  
**Finance Director**  
**Lithos Consulting Ltd**