

## Terms and Conditions

### Payment Terms

After an approval signified by the means of a contract or by sending a photocopy of the quotation, stamped, signed with the wording "Good for approval and execution of the mission specified here above" and dated, the payment of the service is performed as follows:

- a first payment of 40% of the total amount at the signature date,
- a second payment of 50% of the total at the delivery date of the final report and deliverables which are specified.
- a last payment of the remaining 10% of the total amount at the meeting date where the recommendations are presenting. (This meeting will be held within 15 days maximum after the submission of the final report)

Each payment is done on presentation of an invoice.

Payments are done via bank transfer (preferred) or with a check to the benefit of Opaconsult ©. Each invoice includes the bank detailed data (IBAN).

### Travel Expenses

- Travel expenses are reimbursed on presentation of documentary evidence (copies of invoices) by bank transfer or by check, within a week, at every month end.
- Travel expenses may be subject to prior assessment as requested by the customer as soon as the places and the number of appointments are known.

### Categories of transport and hotels

- The trips are performed by:
  - car for distances below 200 kilometres,
  - 1st class train up to 600 kilometres,
  - Beyond, by air flight, economy class.
- The hotels are chosen in France within 2 & 3 stars categories and close from the client in the case of an on-site intervention.
- Meals are taken within a maximum price of EUR 30/meal.
- Kilometres done by car shall be reimbursed on the basis of a vehicle 9 taxable HP, petrol, EUR 0.62 per km. Value 2011.
- Unless otherwise agreed, the rental cars are rent from AVIS in category B. (Or equivalent for others car renting companies)

### Other costs

- The purchase of the necessary documents to the mission completion: K-Bis, balance sheets, legal documents filed with the Commercial Courts, ... are reimbursed on presentation of written proof of payment, such as for travel expenses.

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