

Supplier Payment Practice Statement

Avison Young in the UK ("AYUK") is committed to fair and transparent relationships with its suppliers, which includes payment practices. AYUK is subject to HMRC Payment Practices reporting requirements and reports information on this twice annually, which is available through the HMRC website.

On completion of deliverables, or at agreed milestones or time periods, suppliers should submit their invoice to the individual or team that has contracted with them.

AYUK's preference is to receive invoices by email FinancePurchaseLedger.UK@avisonyoung.com. Paper copies should be addressed for the attention of the individual or team that the supplier contracts with and sent to:

Finance - Accounts Payable
 3 Brindleyplace
 Birmingham
 B1 2JB
 United Kingdom

All invoices submitted to AYUK are subject to an approval process, whereby the individual or team that a supplier has contracted with is responsible for verifying that the invoice is accurate, with a valid Avison Young PO number (where applicable) and the goods or service has been received.

Supplier invoices cannot be paid without this verification. We recommend that suppliers maintain an open dialogue regarding approval status with their primary contacts at AYUK to facilitate timely payment, and avoid potential disputes. In return, AYUK's teams are committed to prompt and constructive discussions with suppliers to acknowledge invoices and resolve issues or concerns.

AYUK's policy is to pay suppliers based on the terms agreed with them. Our standard payment terms are net 60 days from date of a valid and accepted invoice; these terms may vary where approved individual supplier agreements override standard terms.

Payments are made to suppliers at the mid-point and end of each calendar month. At each payment, a review of the purchase ledger is conducted by senior Finance Leaders to identify overdue invoices understand the rationale behind this.

Concerns regarding non-payment in accordance with agreed terms that have not been resolved by a Supplier's usual contact should be follow this escalation process:

Level	Timing	Contact & Position	Email
1	Non-payment after 60 days or unresolved dispute	Accounts Helpdesk	accountshelpdesk.uk@avisonyoung.com
2	Payment/dispute not resolved 10 working days after level 1 notification	Tonderayi Mawaro, (Avison Young - UK) UK Accounts Payable Manager	tonderayi.mawaro@avisonyoung.com
3	Payment/dispute not resolved 10 working days after level 2 notification	Adam Dunn (Avison Young - UK) Head of Transactions	adam.dunn@avisonyoung.com



Simon Sangha
 Finance Director