

Terms of payment Arnarlax and related companies

These terms apply to Arnarlax ehf. and concerns Arnarlax' s payments to suppliers for a product or service. These terms and conditions apply to the following definitions:

- Arnarlax: Covers the companies Arnarlax ehf., Fjallalax ehf. and Eldisstöðin Ísþór ehf.
- Supplier: The party that sells Arnarlax products to order
- Party / parties: By party is meant both Arnarlax and suppliers.
- Purchasing party: The Arnarlax employee who ordered the product or service.

1. Terms of payment Arnarlax

- 1.1. Arnarlax pays invoices for product audits and services provided after the current month in addition to twenty days after the withdrawal, if invoices are received by Arnarlax no later than on the fifth working day after the audit month.
- 1.2. Arnarlax does not pay bills according to payment slips but by direct transfer without cost of payment slip.
- 1.3. There must be a separate invoice for each purchase.
- 1.4. Arnarlax is not responsible for delays in postal services and the supplier shall ensure that the invoice is valid received Arnarlax within a specified time.

2. Account information

- 2.1. All invoices must include name and/or department of the purchaser in Arnarlax.
- 2.2. All accounts must include bank details and account numbers recipient of payment plus ID number.
- 2.3. Lack of information can lead to delayed payment.

3. Duty to provide information.

- 3.1. If there are any changes to information from suppliers, such as ID number, bank account, etc., please send to invoice@arnarlax.is .



4. Service invoices

- 4.1. All invoices for construction or maintenance projects received by Arnarlax must have a reference to a specific project number and / or a description of the work being done.
- 4.2. A separate invoice must be made for each project and project number that is worked on
- 4.3. An invoice will not be accepted unless certain supporting documents accompany the invoices. Accompanying documents are among other things:
 - Working hours report
 - Content report
 - Other information and data for information that confirms the amount of the invoice.
- 4.4. The invoices shall clearly and distinctly show the amount of work or materials and share of value added tax.
- 4.5. The invoice shall break down the total cost of work, materials and the total number of working hours.
- 4.6. A sales invoice shall be issued in the month in which the work is completed.

5. General information

- 5.1. All invoices for Arnarlax must be addressed to Arnarlax ehf., ID 580310-0600. Strandgata 1, 465 Bíldudal.
- 5.2. All invoices for Fjallalax and Eldisstöðin Íspór must be addressed to Eldisstöðin Íspór ehf. ID 660509-0380, Nesbraut 25, 815 Þorlákshöfn.

Invoices can be sent via RSM (domestic invoices) or by e-mail. For Arnarlax: invoice@arnarlax.is. For Fjallalax and Eldisstöðin Íspór: reikningar@isthor.is.

Invoices received by letter mail shall be delivered to:

Arnarlax ehf.
Strandgata 1
465 Bíldudal

Request to further information can be sent to: invoice@arnarlax.is

