

# **Payments Policy**

## Statement

The purpose of the policy is to inform you, what payments we accept and also identifies the circumstances under which our customers will receive a refund, and what the liabilities are.

# Definition

This policy will assist payments in a timely fashion. Knowing when to expect payments helps you plan. Customers will use this type of payment when they purchase goods online.

#### 1. Agreed Payment Terms

It is our policy that we receive your payment by credit or debit card on the date of purchase of item in accordance with our payment terms.

#### 2. Forms of Payment

Forms of accepted payment are credit or debit cards.

#### 3. Minimum Payment

The minimum payment on credit or debit card that we accept is £20.

### 4. Data Protection and Privacy

Octavia is committed to protecting the privacy and confidentiality of personal information about its customers.

#### 5. Correct Information

Customers can help by ensuring all necessary details provided are correctly addressed, and any change of name and address on their part is notified promptly to us.