

# INVOICING



Luxury Linen Hire.....

From eating to sleeping

Invoices are raised over a 4 or 5 week period and are raised on the last day of the period (normally a week before the end of the month), incorporating all items processed during that period. You are subject to a minimum charge level as agreed in your Terms and Conditions.

The invoice is compiled of two sheets:

Sheet 1 - This denotes the total number of items sent in during the month, unit prices, discount (if applicable), VAT and total invoice amount.

Sheet 2 - This is entitled "Period Sendings" and breaks down your total amount into weekly sendings. Should you reach your minimum sending levels or less for that item per week this will be reflected by use of an asterisk \* and the minimum charge will be invoiced.

You will receive a separate invoice for any own work items you may have sent in to be processed and items you have hired as temporary hire during this period.

## Payment Terms

Within 1 month of invoice date

## Methods of Payment

There are various methods of payment

- Direct Debit - On the 15th day of the month, or the next working day a direct debit can be taken. To set up a direct debit, please contact our Credit Control department on 01747 857614.
- Cheque - All cheques are to be made payable to Johnsons Stalbridge Linen Services and please note your account number on the back of the cheque. Please also enclose your Remittance Advice and remember to tick the invoices your payment relates to. Post all cheques to Credit Control, 23 Wincombe Business Park, Shaftesbury, Dorset SP7 9QJ.
- Credit/ Debit Card - For easy, secure and instant payment, you can pay by Credit/ Debit card. Please contact our Credit Control department who will process these on 01747 857614.
- BACS/ CHAPS - Our Bank Details are below, for easy BACS/ CHAPS payment. When making these payments please ensure you use your account number as the reference.

Sort Code: 60-13-19

Account Number: 43148093

Address: Nat West Bank PLC, Liverpool City Office, PO BOX 138  
22 Castle Street, Liverpool, L69 2BE

Account Name: Johnsons Stalbridge Linen Services

Remittance Advice: To [stalbridge.credit@stalbridge-linen.com](mailto:stalbridge.credit@stalbridge-linen.com) or faxed to us on 01747 857612.

