

## Distribution Of Faxes

When we get a fax through the fax machine it may be for a payment for a proforma/quote or for a payment for an account customer.

If it shows PRO\*\*\*\*\* or QUO\*\*\*\*\* , they are paying for a proforma or quote.

If the fax is for a payment for a proforma/quote you need to make 2 copies, stamp 'copy' on one and place in Helens tray, you then need to find the correct proforma/quote in the appropriate file and process as per the order processing procedure.

In the payment details box on the fax, if the payment shows IN\*\*\*\*\* this means that they are an account customer.

If a fax is for an account customer who has made a payment, put the fax into Helens tray in the office.

If we get a fax for advertising put in appropriate persons tray as per Who's Who guide.

If you're unsure of any faxes that come through, ask a team member.

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**BARCLAYS**

To VIAMED LIMITED

Date 05/05/2016

Payment Advice

We have arranged to credit your account as follows

Your Account		Our Ref	
		Your Ref	
Credit Amount		EUR	
Payment Amount		EUR	
Exchange Rate	1		
Value Date			

Ordering Customer :	Ordering Bank

Via :	In favour of :

Payment Details :

PRO03892  
/ROC/NOT PROVIDED

Reconciliation Data :	Original Amount :	Exchange Rate :	Other Banks Charges :

Charges Details :