



Royal Mail is a trading name of Royal Mail Group Ltd.  
Registered in England and Wales.  
Registered number 4138203. Registered office  
100 Victoria Embankment, LONDON EC4Y 0HQ.  
VAT registration number GB 243 1700 02

## Invoice

Invoice number  
**9061816768**  
Invoice date  
**27 Oct 2020**  
Page  
**1 of 1**

VIAMED LTD  
FAO MRS CATRIN HOLLINGS  
15 STATION ROAD  
CROSS HILLS  
KEIGHLEY  
BD20 7DT

33300/21



Account held at  
VIAMED LTD  
FAO MRS CATRIN HOLLINGS  
15 STATION ROAD  
CROSS HILLS  
KEIGHLEY  
BD20 7DT

Terms  
30 days

VAT Changes: [royalmail.com/vat](http://royalmail.com/vat)

Customer account number

**0457446000**

Legal entity number

**1000049410**

Please pay by  
**26 Nov 2020**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight (kg)	Unit Cost ( £ )	Net value	VAT Code
FIR013717	28 Sep 2020			Licence/Fee		BD20 7DT Weekday Collection Fee	0.00	T
Total Net							0.00	
Total VAT							0.00	
T = Std Rated 20%							0.00	
Total							0.00	GBP

## Payment advice

For Royal Mail use only

Office code

Bank code

Rec'd By

Input By

Payment address

ROYAL MAIL GROUP LTD  
PAYMENT PROCESSING CENTRE  
ROWLAND HILL HOUSE  
BOYTHORPE ROAD  
CHESTERFIELD  
S49 1HQ

### Paying by BACS?

Please instruct your bank to pay the amount due, following the instructions overleaf. Send your payment advice to the address below.

### Paying by cheque?

Cheques should be crossed 'a/c payee' and made payable to **Royal Mail Group Ltd**. Fill in the boxes to the right, then tear off and return this payment advice with your cheque, quoting your account number and invoice number on the reverse of the cheque. If you supply your own payment advice instead, it must include the information listed to the right.

Total amount due  
**£0.00**

Customer name

VIAMED LTD

Customer account number

0457446000

Your cheque number

Amount tendered

Invoice number

9061816768

## Invoice Enquiries

If you have any enquiries or question about your invoice or credit note, please contact us at:



[www.royalmail.com/youraccount](http://www.royalmail.com/youraccount)



Credit Management Centre  
Royal Mail House  
Stone Hill Road  
Farnworth  
BOLTON  
BL4 9XX



03457 950 950 (8am - 6pm)

## Services / Products Enquiries

If you want to talk to us about any of our services or products, please select the correct option at:



03457 950 950 (8am - 6pm)



0345 600 0606 Textphone

## To change your account details

To notify us to change your address please contact us at:



[www.royalmail.com/youraccount](http://www.royalmail.com/youraccount)

or send us a letter which must include your customer account number(s) and a contact name with the old and new addresses to:



Credit Management Centre  
Royal Mail House  
Stone Hill Road  
Farnworth  
BOLTON  
BL4 9XX

## To close your account

Please contact us at:



[www.royalmail.com/youraccount](http://www.royalmail.com/youraccount)

or send us a completed 'cancellation of service form', which you may have received with a reminder to:



Credit Management Centre  
Royal Mail House  
Stone Hill Road  
Farnworth  
BOLTON  
BL4 9XX

## To change your Company Name

Please obtain a form which can be located at:



[www.royalmail.com/youraccount](http://www.royalmail.com/youraccount)

please email the completed form to [credit.referencing@royalmail.com](mailto:credit.referencing@royalmail.com) for Company Name changes only

## Payment Options

We accept payment by Direct Debit, BACS or cheque by post.

We accept debit or credit cards for payment of annual licence fees only.

### Payments and remittance advices should be sent to:

Payment Processing Centre  
Royal Mail Group Ltd  
Rowland Hill House  
Boythorpe Road  
CHESTERFIELD  
S49 1HQ

To change your payment method, please contact your Royal Mail account manager or us on:



03457 950 950 (8am - 6pm)

### Credit/Debit Cards

If you wish to pay by credit or debit card please contact us on:



03457 950 950 (24 hours)

### Direct Debit

Payment is transferred from your account. You will receive an invoice 30 days (21 days for reducing credit balance accounts - see above) before we request the payment from your account, giving you the opportunity to raise any queries with us.

#### Cheque

Cheques should be crossed 'a/c payee' and made payable to **'Royal Mail Group Ltd'**.

Please write your customer account number and invoice number of the back.

Send your cheque to the payment address shown overleaf with **either**:

The tear-off payment slip printed overleaf

**or**

Your own payment advice, which must include the following information:

- your cheque number
- the amount you are paying
- your customer account number
- the number(s) of the invoice(s) you are paying
- your company name
- a customer contact name

### BACS

You can instruct your bank to make a payment to us each time we send you an invoice.

Please also send notification of the payment to the payment address shown overleaf

or

by fax to 01246 547494

or

by email to [bacsadvice@royalmail.com](mailto:bacsadvice@royalmail.com)

#### In your instructions to your bank, please include:

- Royal Mail's bank details:  
Natwest, 6 The Market Place, CHESTERFIELD S40 1TJ  
Sort code **60-40-09** Account number **163 932 01**
- your company name
- your customer account number
- the amount you are paying

#### In the notification to Royal Mail please include:

- your bank's sort code and bank account number
- the amount and date of your payment
- your customer account number
- the number(s) of the renewal invoice(s) the payment relates
- the total due on each invoice being paid
- your company name