



Royal Mail is a trading name of Royal Mail Group Ltd.
Registered in England and Wales.
Registered number 4138203. Registered office
185 Farringdon Road, London, EC1A 1AA.
VAT registration number GB 243 1700 02

Invoice

Invoice number

1109561162

Invoice date

04 Sep 2021

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VIAMED
15 STATION ROAD
CROSSHILLS
KEIGHLEY
BRADFORD
BD20 7DT



33300/00060/5/006547

for your reducing credit balance account

Account held at
VIAMED
15 STATION ROAD
CROSSHILLS
KEIGHLEY
BRADFORD
BD20 7DT

Terms
21 days

Customer account number

0352129001

Legal entity number

1000049410

Please pay by
25 Sep 2021

VAT Changes: royalmail.com/vat

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight (kg)	Unit Cost (£)	Net value	VAT Code
Opening balance on account							89.96	DR
Payment received - thank you							119.96	CR
RTKU-SJLU-CATB	04 Oct 2021						99.50	T
1								
Total Net							99.50	
Total VAT								VAT
T = Std Rated 20%							99.50	19.90
Total							119.40	GBP
Including this usage your balance is now							89.40	DR
To maintain your credit balance please pay							119.40	

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
£119.40

Customer name

VIAMED

Customer account number

0352129001

Your cheque number

Amount tendered

Invoice number

1109561162

Invoice Enquiries

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



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

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

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

please email the completed form to 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

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