

Understanding your invoice



Invoice Query:
Invoice Query Fax:
Customer Services:
Credit Control:

INVOICE

www.ukmail.com



Registered Office: Express House
464 Berkshire Avenue
Slough SL1 4PL

Invoice Address: **4**

Trading Address: **5**

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Customer Reference:
Tax Point **1**
Sales Ledger Number:

Operations Account Reference: **8**

INVOICE NO: **2**

DATE	CONS NO	CUSTOMER REF	VAT	DESCRIPTION	VALUE
3	9	7		10	11
VAT Summary 15					Sub-Total 12 VAT 13 Amount Due 14

Queries relating to this invoice must be notified in writing no later than 20 days from invoice date. Details can be e-mailed to invoicequeries@ukmail.com

- 1** Date of invoice
- 2** Invoice number
- 3** Date consignment despatched
- 4** Customer Invoice address
- 5** Customer Trading address
- 6** Address to which all account queries should be sent
- 7** Customer consignment reference
- 8** Customer account number
- 9** Consignment number
- 10** Description and delivery address
- 11** Value excluding VAT
- 12** Total charges before VAT
- 13** Total VAT charges
- 14** Total charges including VAT
- 15** VAT summary

Refer to your signed rate agreement for payment terms.

Please direct all invoice queries to our central invoice query department - full details below.

When you fax or email your queries, it will help us to answer them fully and promptly if you include the following information in each case:

- Your company name, as it appears on invoices
- Your account number
- The number and date of the invoice being queried
- The consignment numbers affected
- The reason for your query
- Contact information for our response
- All invoice queries must reach us within 20 days from the date of invoice

How to contact us

T: 08452 300 380

F: 08452 300 280

invoicequeries@ukmail.com

UK Mail, Central Query Dept,
464 Berkshire Avenue, Slough,
SL1 4PL