

Account Statement

Statement Date:	31 March 2016
Account Number:	7628058
Name Of Account:	Yorkshire Security group
Centre Name:	LEEDS, Princes Exchange
Payment Due:	Due Immediately

	Amount
Outstanding Balance at 29 February 2016	£ 80.10
Payments Received	-£ 80.10
March Invoice 383-22147	£ 80.10

Total Payment Due - <u>(Quote Invoice 383-22147)</u>	£ 80.10
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IMPORTANT INFORMATION:

- **Recent payments may not yet be reflected in the above statement balance, please visit www.myregus.com for the most up to date statement of your account.**
- Please note that late payment fees will be applied to your account if payment is not received promptly.
- You can update your details by logging into www.myregus.com.
- **If you receive more than one invoice please pay them separately so that we can ensure payment is properly applied to your account.**

If you have any questions, contact your Centre directly. We are here to help.

Your Centre Team Email Address: Leeds.PrincesExchange@regus.com
 Your Centre Team Telephone: +44 (0) 1132 805800



Yorkshire Security group

Attention Of: Mr. Stuart Ainley
Suite 11
Thornhill Brigmills
Thornhill Beck Lane
HD6 4AH
United Kingdom

Invoice Date: 31 March 2016
Account Number: 7628058
Invoice Number: 383-22147
Payment Due: Due Immediately

Invoice

Centre Name: LEEDS, Princes Exchange

Description of Charges	From Date	To Date	Qty	Price (exc. VAT)	VAT Amount	Total (inc. VAT)
Standing Charges						
Virtual Office	1 May 2016	31 May 2016	1.0000	£ 66.75	£ 13.35	£ 80.10
Total Standing Charges						£ 80.10
Total Charges						£ 80.10

Total (exc. VAT)	£ 66.75
VAT 20%	£ 13.35
Total (inc. VAT)	£ 80.10

Ways to pay your Invoice

By Direct Debit:

This is the best way to pay your invoice because it is simple and convenient for you. Please contact your Centre team if you would like to set up a Direct Debit.

By Credit Card:

Please go to www.myregus.com or contact your Centre team to set up your credit card as a payment method.

By Bank Transfer:

Bank Name: Barclays Bank PLC
Bank Address: 1 Churchill Place
London
E14 5HP
United Kingdom
Branch Name: One Churchill Place, London
Account Number: 13976424
Sort Code: 20-00-00
BIC (Swift): BARCGB22
IBAN: GB75BARC20000013976424

IMPORTANT INFORMATION: Please provide your Invoice Number as a payee reference on all payments made.

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Your Centre Team Telephone:

+44 (0) 1132 805800

Understanding your invoice

Invoice Terms	
<u>Account adjustments/refunds:</u>	Any adjustments/refunds that were made to your account.
<u>Account Statement:</u>	The account statement shows recent activity on your account in summary format. It shows the balance at the end of the previous summary date and any payments or adjustments that have been received since the last statement. The current invoice value is then added to produce the Total Payment Due figure.
<u>Credits:</u>	Credits that were issued against a particular charge for which you have been invoiced for in a previous period.
<u>Invoice:</u>	The invoice shows a summary of all charges (recurring and one-off) related to the invoice period.
<u>Late payment fees:</u>	Fees levied against your account because payment was not received by the expected payment due date. Please speak with your centre team or refer to the House Rules for the date by which your account becomes overdue.
<u>One-Off Charges Incurred:</u>	Variable and/or one-off charges related to a specific invoicing period.
<u>Payment Due:</u>	The latest date on which the invoice needs to be paid. Please note that any outstanding balances shown in the account summary will be due for immediate payment.
<u>Payments Received:</u>	All payments received since your last invoice was raised.
<u>Standing Charges:</u>	These are fixed monthly charges, invoiced in advance.
<u>Total Payment Due:</u>	The total payment due is the total current balance of monies owed on your account and includes any amounts that are overdue.
Standing Charges	
<u>Virtual Office</u>	There are four levels of service that can provide telephone answering in your company name by a professional team, fax handling, mail services and a prestigious address.

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