



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

Invoice enquiries

03448 004466

www.parcelforce.com

Other enquiries and information
Please see overleaf

Invoice Number

9062214661

Invoice Date

04/01/2021

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Invoice

SIAN CONSULTANTS LTD
T/A PAPER STRAWS GB
53 BERKELEY WAYE
HOUNSLOW
United Kingdom
TW5 9HJ

Account held at
Sian Consultants Ltd
T/a Paper Straws Gb
53 Berkeley Waye
Hounslow
TW5 9HJ

Please note we are increasing the manual surcharge for all items between 1.1m and 1.5m in length or where the 2nd largest dimension is > 0.7m, to £4.95 per item from the 9th November 2020. There is no change to the £2.95 per item surcharge, for all other items processed manually, that are < 1.1m or where the 2nd largest dimension is 0.7m or below. Please see www.parcelforce.com/manual-handling for further details.

Customer Account Number

1000412754 / 0559332000

Previous Account Number

SIA000601

Terms

30 Days

Please pay by

03/02/2021

Service	Quantity	Net Value	Gross Value	VAT Code
UK Parcels	1	£5.50	£6.60	T
Total		£5.50	£6.60	
		Total Net	Total Gross	Total VAT
	T = Std Rated 20%	£5.50	£6.6	£1.10
	Total	£5.50	£6.60	£1.10

Payment advice

For Royal Mail use only			
Office Code	Bank code	Rec'd by	Input by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment address
Payment Processing Centre
Parcelforce Worldwide
Rowland Hill House
Boythorpe Road
CHESTERFIELD
S49 1HQ

Paying by Bacs?

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

Paying by cheque?

Please make your cheques payable to **Parcelforce Worldwide**, 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 your cheque. If you supply your own payment advice instead, it must include the information listed to the right.

Amount Due

£6.60

Your cheque number

Amount tendered

Customer account number

0559332000

Invoice number

9062214661

General Queries & Information about our services

We have a lot of information about our services, our prices, our service delivery speeds, what to do if you have a problem or need to make a claim on our website. There is also a comprehensive set of FAQ's which can be accessed through a link on our homepage at www.parcelforce.com. There is also a lot of information specific to account customers like our Conditions of Carriage or how to calculate a volumetric price at www.parcelforce.com/customerinformation.

Copy Invoices & Customer Service Reports

The easiest and quickest way of getting copy Invoices or Credit Notes is by going to our website at www.parcelforce.com. This is also how you can access your Customer Service Reports, including a fully downloadable csv version. If you're not already registered, it's quick and easy to do, and you'll be able to access them immediately.

Changes to your account details

If you need to change any personal, company or address details for your account, please speak to your Account Manager or Account Team.

Customs Charges

If you regularly receive parcels from outside of the EU, we can add all of the charges related to clearing import parcels to your regular invoice. Please speak to your Account Manager or Account Team if you'd like this facility to be set up for you.

Terms and Conditions

Please refer to both our Conditions of Carriage and your contract Trading Agreement for terms and conditions which apply to your account. You can access our latest Conditions of Carriage at www.parcelforce.com/customerinformation.

How to get in contact with us

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

If you are unable to resolve your query via our website please contact us on: ☎ 03448 004466

Making a Payment

Please make your payment in accordance with your Trading Agreement or any negotiated terms.

DIRECT DEBIT

Payment is transferred from your account. You will receive an invoice in line with your agreed terms. This will give you the opportunity to raise any queries with us.

BACS

You can instruct your bank to make payment to us each time we send you an invoice. Please also send notification of the payment to: Payment Processing Centre, Parcelforce Worldwide, Rowland Hill House, Boythrope Road, CHESTERFIELD S49 1HQ
fax 01246 547494, email bacsadvice@royalmail.com

In your instructions to your bank, please include:

- Parcelforce Worldwide's bank details: NatWest, 6 The Market Place, CHESTERFIELD S40 1TJ, sort code: 60 40 09, account number 16393201;
- your company name;
- your customer account number;
- the amount you are paying.

In your notification to Parcelforce Worldwide, please include:

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



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Consignment	Date Zone	Service Destination	Quantity	Weight (kg)	Net Value	Gross Value	VAT Code
T303151	12/12/2020	Express 48 UNITED KINGDOM	1	11.60	£5.50	£6.60	T
	Total	Express 48	1	11.60	£5.50	£6.60	T
	Total	UK Parcels	1	11.60	£5.50	£6.60	

