

Grommets Ltd

Unit 2, Hollands Lane Industrial Estate
 Henfield
 West Sussex
 BN5 9QY



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accounts@grommets.co.uk

INVOICING VIA EMAIL

September 2015

Dear Accounts Payable,

In line with environmental guidelines, we are working towards sending our sales invoices and statements out by email, and we are pleased to now be able to offer you this option. You will now have the choice of automatically receiving invoices and statements by email. This new feature will reduce the amount of time it takes for our invoices and statements to reach you and will be a better guarantee that they are going to the correct place within your company. Paperless invoices and statements are an environmentally-friendly alternative because it takes less energy and natural resources than paper statements to produce and deliver to you.

Please complete the details below and return the form to us either by email to accounts@grommets.co.uk or fax it to us on **+44 (0) 1273 493388** . Alternatively you can return the form by post to:

FAO Accounts Department, Grommets Ltd, Unit 2 Hollands Lane, Henfield, West Sussex, BN5 9QY

Company Name:			
Address:			
Telephone Number:			
Account Number: <small>(This can be found at the top of Grommets Ltd. invoice)</small>			
Contact Name: <small>(For receiving invoices)</small>			
Email Address: <small>(For receiving invoices)</small>			
Preferred Method For Receiving Invoices: (Please tick)	<input type="checkbox"/> Email <small>(Paperless method)</small>	<input type="checkbox"/> Continue to Receive by Post	
	Name	Position in Company	Date
Completed By:			

Once this form has been received we will update your chosen method.

You can find methods on how to make payment on all of our invoices.

Kind regards
 The Accounts Team