

Payment Slip

Please return this slip with your payment

Banner Business Services Limited
PO Box 524
St Crispins
Duke Street
Norwich NR3 1QU
Fax: 01603 691239
Email: cashiers@office2office.biz



Terms of Business

- 1 Items may be returned within 5 working days following delivery. Returns are subject to you obtaining an office2office returns reference number, products must be returned in the original packaging, in "as new condition" and fit for resale.

Direct delivery items, bespoke or customised products or non-catalogue items are non-returnable without the express permission of office2office.

- 2 Where there is a shortfall in delivery, the delivery is incorrect or there are items which are damaged on arrival, you may return these items within 5 working days following delivery providing you obtain an office2office returns reference number.
- 3 If you fail to comply with the requirements of clauses 1 & 2, office2office retains the right, at its sole discretion, to refuse to refund the products or to charge you incurred costs, and deduct those from any refund. Returns must not be posted back to office2office as this could affect any subsequent credit for items being returned.

Upon acceptance of your returned item(s), office2office will credit your account or card.

- 4 All payments due should be made within 30 days of invoice date.

How to pay this invoice - **Please see below New Bank details for Payments**

- 1 By BACS or Bank Giro Credit Transfer. Please quote the following payment details:

- Bank Sort Code	<input type="text"/>
- Bank Name	<input type="text"/>
- Branch	<input type="text"/>
- A/C Name	Banner Business Services
- A/C Number	<input type="text"/>
-IBAN	<input type="text"/>
-Swift/BIC	<input type="text"/>

Please send the Payment Slip above, cross-referenced to your payment instruction, to the address shown on the slip or fax or email.

- 2 By cheque or payable order. Please make out to Banner Business Services Ltd (crossed 'Account Payee Only') and send, together with the Payment Slip above, to the address on the slip.

Notes

- 1 Your own remittance advice(s) may replace the Payment Slip above providing all relevant invoice numbers are quoted, thus enabling us to credit your account correctly. This can be posted, faxed or emailed.
- 2 Aggregated Payments. If you are paying more than one invoice, attach all the relevant payment slips to your payment or, if you are paying by BACS or a credit transfer method, send them to The Cashier, Banner Business Services Ltd, quoting your payment reference. Credit Notes may also be included, and the net amount paid.
- 3 Only include invoices for Banner Business Services Ltd in your payment.