

# Your invoice explained

Helpful information about your invoice and payment process

Date payment needs to be received to prevent additional charges. Please allow 5 working days for payment to be allocated.



## Pitney Bowes Finance Limited

## Invoice

Example Company Name  
Example Address Line 1  
Example Address Line 2  
Example Town  
Example County  
Example Postcode

**Customer Services: 08444 992992**  
**FAX: 08702 415249**  
**E-mail: customerservicesccc@pb.com**

Lease Agreement No: 10126672  
Invoice Number: BL05089956  
Invoice Date: 11/01/2015

Payment Due Date 26/01/2015

Customer Reference

If you require your own Customer Reference or Purchase Order, please provide to enable us to include on future invoices.

For helpful hints about your invoice visit [pitneybowes.com/uk/your-invoice-explained](http://pitneybowes.com/uk/your-invoice-explained)

### Leasing Agreement charges for the period from 15/01/2015, for equipment detailed in your lease agreement contract:

Quarterly Rental in Advance	£222.81
Maintenance Charge	£77.19
ValueMAX Fee	£32.19
Net Total	£332.19
VAT Rate 20%	
VAT Value	£66.44
Gross Total	<b>£398.63</b>

Breakdown of agreed payment for the forthcoming period.

**Please note:** If you have Maintenance cover and Valuemax insurance waiver included in your agreement, they will be itemised here.

EXAMPLE ONLY

Registered Office : Building 5 Trident Place, Hatfield Business Park, Mosquito Way, Hatfield, Hertfordshire, AL10 9UJ  
Registered in England No : 820730 VAT REG No. 125450733. Authorised and regulated by the Financial Conduct Authority.

### REMITTANCE ADVICE SLIP

Cheques should be made payable to Pitney Bowes Finance Limited, please detach the Remittance Advice and do not fold Remittance Advice or cheque.

If paying by BACS, please see reverse of invoice for bank account details and instructions.

**Please return this remittance advice with your cheque to:-**

**Pitney Bowes Finance Ltd**  
**Customer Payments**  
**Building 5, Trident Place**  
**Hatfield Business Park**  
**Mosquito Way**  
**Hatfield**  
**Hertfordshire**  
**AL10 9UJ**

Lease Agreement No: 10126672  
Invoice Number: BL05089956  
Invoice Date: 11/01/2015  
Amount Due £398.63  
Payment Due Date 26/01/2015

**Paying by BACS:** Important information when using our preferred BACS payment method:

1. Our account details can be found on the back of your invoice
2. Email your remittance to [pbremittances.uk@pb.com](mailto:pbremittances.uk@pb.com)

**Paying by cheque:** To ensure we allocate your payment to your account, please return the remittance slip with your cheque payment.