

### INVOICE INSTRUCTIONS

Name \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Post Code \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

### DELIVERY ADDRESS (IF DIFFERENT)

Name \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Post Code \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

### CUSTOMER ORDER NUMBER OR NAME TO APPEAR ON THE INVOICE;-

ITEM	DESCRIPTION	WATTS	FINISH/COLOUR	CAP/LENGTH	PRODUCT CODE	QTY	PRICE EACH	SUB TOTAL
eg:-	BAYONET LIGHT BULB	60	CLEAR	BAYONET	FOR MAINTEK USE ONLY	6	SAMPLE	SAMPLE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

How to pay: Charge to my business account (subject to status)  Debit or Credit card (complete box below)  Cheque enclosed

### PAYING BY CREDIT/DEBIT CARD

All details must be provided to process your order.

Card number

Expiry date  Last 3 numbers on the signature strip

Name on the card \_\_\_\_\_

Signature \_\_\_\_\_

Registered Address Of Card Holder \_\_\_\_\_  
(Where Your Statement Is Sent)

Post code





 Issue number  Start date

<b>SUB TOTAL</b>	£
FREE DELIVERY ON ORDERS OVER £30+VAT	
ORDERS UNDER £30+VAT £6 SMALL ORDER CHARGE	£
<b>EXTRA DISCOUNTS</b>	
ORDERS OVER £75+VAT - LESS 5%	£
ORDERS OVER £150+VAT - LESS 10%	
<b>ADD VAT @ 20%</b>	£
<b>TOTAL</b>	£

Thank You For Your Order