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## Cash Invoice

Janice Sung Invoice number: 4768

Invoice date: 25/02/2014

Description	Total
Cynthia Yip - CEWL Paris Trip in Spring	£329.00
Janice Sung - CEWL Paris Trip in Spring	£329.00
Booking Fee	£12.70
Invoice Total	£520.70

## Making cash deposits into our bank account:

• When at the bank please complete the paying-in slip with the following details:

Date: **Today's date** (e.g. 27/08/09)

Bank: HSBC Bank

Account Holding Branch: Leeds City Branch Customer's Name: Don't be a tourist Ltd

Name and Address of person paying in (if not customer):

Write: 'Please include reference number \_\_\_\_\_' (and enter your Cash Invoice number)

Sorting Code Number: 40-27-15 Account Number: 84096274

Finally, write the amount you are paying in.

- If you have an account with HSBC use your card to access the paying-in machine. If you don't have an HSBC account, ask a member of staff for help.
- Keep the receipt from the machine or the cashier as proof of payment.
- We check our bank account daily. When we see your payment, we will email you your Confirmation Invoice immediately.

All the above goods and services are subject to our terms and conditions, a copy of which is available on our website or on request.