



Copy

Account number **CL 5305 2995**

Bill reference **Q007 XK**

Bill issue date **5 Mar 2015**

HATSTAND LTD
AUGUSTINE HOUSE
6A AUSTIN FRIARS
LONDON
EC2N 2HA

This bill is for

- > **Phone services** including
- 020 7628 4593

BT Business bill

The total owed on this account is **£82.80** including VAT.

Please make sure your payment reaches us by 16 March.

- Any new charges and credits and any amounts brought forward from outstanding bills are shown on page 3.
- **Save money. Avoid our bill fee.** Switching to pay by Direct Debit will save you £48 a year. And while you're doing that, why not switch to paper-free billing as well? It's much easier to search and analyse bills than trawling through piles of paper. Go to **bt.com/payless**
- **Prevent late payment charges.** Ever forgotten to pay your bill on time and incurred late payment charges? Then why not pay by Direct Debit so you don't? You can still check your bill before money is taken. Sign-up now, call 0800 023 4098 or go to **www.bt.com/onlinebusinessbill**

If there's anything you need, we're here to help

Your BT Business Team

Online billing - available now.



You can make payments, switch off your paper bill to go completely paper-free, analyse your bill to see if any savings can be made and much more.

bt.com/business/billoptions



Your payment slip is on the back

Copy

Bill issue date

5 Mar 2015

Bill reference

Q007 XK

Your account number

CL 5305 2995

Paying your bill

Your payment is due by 16 March

By Faster Payments via your Bank

Faster payments can be made direct from your bank or Building Society to our Bank Account number 00835757, Sort Code 20-00-00. Please ensure that you quote your BT Account reference number which you will find in the top right hand corner of your bill e.g. NE12345678 Q001, in the Faster Payment reference field.

Online using your Debit or Credit card,

visit www.bt.com/fastpay

By BACS or CHAPS Please make payments into our Bank Account number 00835757, Sort Code 20-00-00 and send your remittance details to bacs1.sth@bt.com or post them to BT Payment Centre, Durham, DH98 1BT. If paying multiple bills, please ensure that you quote each of your BT Account Reference number(s) that you are paying on your remittance. The BT Account Reference number appears in the top right corner of the bill e.g. NE12345678 Q001.

Next time...It's easier to pay by Direct Debit

Most companies are moving to Direct Debit for fast and secure payment of their monthly bill. Direct Debit also avoids Late Payment charges and the Payment Processing Fee. Payments are collected a minimum of 8 calendar days after we send out your bill.

At a Bank Counter Please complete the payment slip and take with your payment to your bank branch counter. If using a cheque write your BT Account Reference number on the reverse. Some banks will charge a fee.

By post Please make your cheque payable to BT Payment Services Ltd and write your BT Account Reference number(s) on the reverse, complete the payment slip and send to; BT Payment Centre, Durham, DH98 1BT. We don't accept post-dated cheques.

Paper bill reminders

BT reserve the right not to send further paper reminders for payment of this invoice. To prevent late payment charges and possible restriction of service please ensure that payment is made by the due date shown.

British Telecommunications plc (registered in England no. 1800000) and BT Payment Services Ltd (BTPS: registered in England no.06111881). Registered offices: 81 Newgate Street, London EC1A 7AJ
Details about the relationship between you, BT plc and BTPS can be found in the terms and conditions we sent you when you joined, or you can find them on the web at www.bt.com

Contacting BT

Please have your account number ready. It's in the top right hand corner.

Billing enquiries

0845 600 6156
business-billing@bt.com

Sales, Product information

0800 400 400
or www.bt.com/bill/productsandservices

Faults and service problems

154
or www.bt.com/bill/help



If you have a textphone Please use BT TextDirect by dialling 18001 before the number you want, for example for sales dial 18001 0800 400 400

Our commitment to our customers

We aim to give an excellent service and our Code of Practice (available on www.bt.com) sets out full details of what you can expect from BT.

If you have a complaint :-

Please call 0845 600 6156 for the quickest response. If you decide you want to write to us, the address is BT Correspondence Centre, Durham, DH98 1BT.

If we do not answer your complaint within 8 weeks, or if we write to you saying that we cannot agree an outcome, you can ask the ombudsman to investigate: Ombudsman Services: Telecommunications, PO Box 730, Wilderspool Park, Warrington WA4 6WU, www.os-communications.org 0845 050 1614

If you have a complaint about premium rate services contact PhonepayPlus on 0800 500 212 or visit www.phonepayplus.org.uk



Cashier's stamp and initials



No. cheques

Fee

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- You can find details of how to pay above.
- If appropriate, fill in the details on this payment slip.
- Please don't send cash by post.
- Please quote 'Your account number' below on correspondence or remittance advices.

Your account number
CL53052995

Signature

Date

8944 0254 5305 2995 0071 7008



Bank details

25-60-85

Barclays PLC
Automated Bulk Credit Clearing
BT 00-00

Please do not fold, pin or staple this slip; or write below this line.

bank giro credit



Total now due

£ 82.80

Cash

Cheques

£

03 CL 53052995 Q007 XK

82.80

<3CL53052995Q007< 256085+< 73 X

BT Business bill

Summary of charges this quarter

Regular charges	£ 57.00
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The fixed charges for your services (eg line rental, package price)

One-off charges and credits	£ 12.00
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The costs for single items or services, or single credits we may make to you

TOTAL not including VAT	£ 69.00
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Total VAT - see VAT summary page 4	£ 13.80
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Total for this bill	=	£ 82.80
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Summary of charges for this account

Total for this bill	£ 82.80
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Total outstanding from previous bills	£ 0.00
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Please pay now	=	£ 82.80
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Did you know?

You can look into all your charges in detail online and make your bill work for your business.

Just go to

www.bt.com/onlinebusinessbill

Your VAT summary

VAT summary

Total for items where VAT is charged at 20%	£ 69.00	
Total excluding VAT	£ 69.00	
VAT at 20%	£ 13.80	
Total VAT	£ 13.80	
TOTAL which includes total VAT of £ 13.80	=	£ 82.80

Important information

Your VAT invoice number
CL530529950071

BT VAT registration number
GB245 7193 48

Tax point
5 March 2015

VAT calculation

Items where VAT is charged at 20%

These figures exclude VAT

Regular charges ▶ 1 Mar-31 May 15	£ 57.00
• Phone services : £ 57.00	
One-off charges and credits ▶ 1 Mar 15	£ 12.00
• Other account related items : £ 12.00 Payment Processing Fee	
TOTAL for items where VAT is charged at 20%	= £ 69.00
Total VAT at 20%	£ 13.80

British Telecommunications plc
Registered Office
81 Newgate Street
London EC1A 7AJ
Registered in England
1800000

HATSTAND LTD
AUGUSTINE HOUSE
6A AUSTIN FRIARS
LONDON
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Please complete the whole form using **BLACK INK** using **CAPITAL** letters
signing in the boxes marked **"X"**.

- This guarantee is offered by all Banks and Building Societies that take part in the scheme. If an error is made in the payment of your Direct Debit either by us(BT) or by your Bank or Building Society, you are entitled to a full and immediate refund from your Bank branch.
- You can cancel a Direct Debit at any time simply by contacting your Bank, Building Society or us (BT) Written confirmation may be required.
- If there are any changes to the amount, date, frequency of your Direct Debit(BT) will notify you in advance of your account being debited this will be 6 working days or as otherwise agreed.
- If you request us to collect a payment, confirmation of the amount and date will be given to you at the time of request.

This is not part of the instruction to your Bank or Building Society

DIRECT
Debit

X
Date

Please pay BT Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with BT and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society Account Number

Branch Sort Code

Day	Number of people
Monday	20
Tuesday	30
Wednesday	40
Thursday	50
Friday	60
Saturday	70
Sunday	80

Name(s) of Account Holder(s)

Banks and Building Societies may not accept Direct Debit instructions for some types of accounts

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