



Unit 2 Turnoaks Lane Chesterfield S40 2HA
Telephone: 01246 555572 Fax: 0870 7051342
Email: info@multicopy.co.uk www.multicopy.co.uk

Dear

Letter of Understanding

As a customer of Multicopy Marsh Ltd, your credit account terms are that payment is due 30 days from the date of our invoice.

Our contract is with you, not with any third party that you subsequently pass any part of the job onto. As such, late or non payment by your customer will not be accepted as reason for late or non payment by you to Multicopy Marsh Ltd within our agreed credit terms.

Please sign and return this letter to us before you expect to receive credit. By signing this letter you are clearing stating that you understand these terms, and those contained in our standard terms and conditions, and agree to abide by them.

If you do not wish to abide by these terms, then we unfortunately will not be able to offer you credit and will ask you to pay for any jobs prior to delivery. This can either be done by cash, BACS payment or by credit/debit card. Please ask for details should you prefer to use these methods.

If you have any queries, please do not hesitate to contact us.

Yours sincerely

Rachel Marsh

I have read the contents of this letter and understand its implications and agree to abide by it.

Signed

Print name

Position

Date