**HOW TO PAY**

Customers now have the following choices of payment method for HSL’s analytical services. Where payment in advance is required by HSL Finance Department, payment is to be made either by cheque or credit card. Non-UK customers must always choose payment in advance (options 1 or 2 below). Please supply your VAT number.

If you wish to pay by credit card, please contact 01298 218099, when details will be taken. The payment will be taken upon receipt of samples to HSL. Please note, these details will not be kept on record for future orders.

Please select a method of payment from the options below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PAYMENT OPTIONS** | | Please tick one |
| 1 | I wish to pay in advance, and enclose a cheque  I require a VAT receipt YES/NO | |  |
| 2 | I wish to pay in advance and have submitted credit/debit card details to the number above  I require a VAT receipt YES/NO | |  |
| 3 | I wish to be invoiced at the end of the month to my address below.  My purchase order number for this work is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_ | |  |
| 4 | I am carrying out this work on behalf of:  Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Who have agreed to HSL’s terms (i.e. payment within 30 days of invoice date) and have provided the following purchase order number for the work to be invoiced against, at their address below.  Purchase Order No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| Name & address details for invoice/VAT receipt  ………………………………………………………………  ………………………………………………………………  ………………………………………………………………  Telephone No: .………………………………..........  VAT Number: ….………………………………........  Email: ………………………………………………... | | Lab use only:  Our Ref:  Details of service:  Authorised:  Date: | |

\* Completion of this form is subject to HSL’s standard terms and conditions of business, a copy of which is available on request