



BUSINESS

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 Priorygate Ltd
Carlton House
42 -44 West Street
Dunstable
LU6 1TA



13th August 2018

Dear Customer,

We're really pleased to tell you that we've listened to your feedback and updated the layout of our invoices for all 9 digit accounts.

Your newly designed invoice is enclosed.

What's changed?

- 'Invoice Date & Tax Point' has been changed to 'Invoice Date'. This will show in the "Your Details" section (top right of your invoice).
- The Giroslip has been moved to the back of the invoice.
- Bill messages will now appear at the footer of the invoice (where the Giroslip used to be). These will be printed on an ad-hoc basis, as necessary.
- We've improved the style and layout of the information printed on your invoice, to make it easier to read.
- We've created an "Important dates" section, which clearly shows the billed to date and also the date that payment is due (top right).
- Reference to TV/HSI charges has been removed and replaced with 'Broadband charges', this more clearly reflects your service. This new heading is listed on the front page of your invoice and also in the Product Details and Product Summary sections. There is no change to the way that individual services are listed within this section.

These changes will also be applied to all e-bills too.

Tips for smooth payment

In order for your payment to be allocated correctly please ensure you follow the steps below:

- when you make your BACS payment to us, please also email your remittance to bacspayments@virginmedia.co.uk
- list the account name, the individual invoice number(s) and payment amount(s) on your remittance (the invoice number can be found on the top right corner of your bill)
- to view an example remittance, just visit www.virginmediabusiness.co.uk/BACS
- give yourself adequate time for your payment and remittance to reach us, to avoid incurring a late payment fee and interest on the outstanding balance.

Continues overleaf...



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Introducing MyBill.

We'd like to introduce you to MyBill.

MyBill offers you a host of features and benefits including:

- instant access to your latest bill
- access to your 12 previous bills
- powerful online analytics
- exportable and scheduled reporting

Plus much more.

To get up and running and register visit:

www.virginmediabusiness.co.uk/onlinebilling

Your important dates

Billing date:

13th August 2018

Payment date:

28th August 2018

Your account details

Account number: 229931801
Area reference: 24
Invoice number: 229931801/001/0818
Payment reference number: 229931801001
Page number: 1 of 2

Registered no.: 01785381

VAT registered no.: GB 591 8190 14

Your business services invoice

Balance brought forward: £0.00

New charges this month

Broadband charges: £45.00

Total new charges (excl VAT): £45.00

VAT @ 20%: £9.00

Total new charges (incl VAT): £54.00

Total amount due:

£54.00

The 'Total amount due' will be collected by Direct Debit on or after **28th August 2018**.



BUSINESS

Your account details

Account number: 229931801
Invoice number: 229931801/001/0818
Page number: 2 of 2

Payment summary

Amount due from previous invoice			£54.00
Payments received			
Date	Description	Amount	
Thu 26 Jul	Payment - Thank You	-£54.00	
Total payments received			-£54.00
Brought forward balance			£0.00

Product summary

Broadband charges		Amount
Rental charges		£45.00
Broadband charges total		£45.00

Product details

Broadband charges

Rental charges			
Occurrence	Description	Date	Amount
1	Voom Fibre Option 2	11 Aug 18 - 10 Sep 18	£40.00
1	5 static IP addresses	11 Aug 18 - 10 Sep 18	£5.00
Total rental charges			£45.00