



CHANGES TO PAYMENT OPTIONS

1st November 2018

Dear Customer,

We would like to inform you of an important change in the way we accept payments.

This change is due to yet another closure of a reasonably local bank branch to us, which left us with no other choice but to start phasing out cheque payments.

***Effective from 1st January 2019, there will be a charge for all cheque payments.
Please use electronic banking to pay our invoices.***

If you are unable to switch to online banking, you can still do bank transfers via your local branch. However, if you have no choice but to carry on using cheque payment method, please note there will be an additional charge of £10+VAT for every cheque payment received after 1st January 2019. This is an administration fee to cover our costs for banking cheques (travel time, fuel, city centre parking, cheque fee).

If you still need to pay by cheques and are happy with the charge, please contact us beforehand so we can issue / amend your invoice to include this charge for your records.

Please note cheques not including this admin fee will not be processed.

Would you have any questions or concerns, please do not hesitate to contact us.
Please accept our sincere apologies for any inconvenience this may cause you.

Thank you for your understanding and cooperation.

Kind regards,

DDG Plating