

## UK PAYMENT TERMS

- We pay **30 days from the end of the month**, in which we receive your invoice & original POD.
- We make our UK payments at the **end of every month**.
- **Statements** must be received before the 28<sup>th</sup> of each month in order to be included in the payment run – If your statement is received after this date your invoices will not be paid until the following month end payment run
- If we do not receive a statement your invoices will remain unpaid
- Please send your statement by e-mail to: [statement@ukiexpress.com](mailto:statement@ukiexpress.com) or by fax to: 0044 1695 551 003
- Your statement must include your:
  - Company Name
  - Company Address
  - Invoice Number
  - Amount to be paid
  - Bank Account details
- Please contact [julieb@ukiexpress.com](mailto:julieb@ukiexpress.com) or [tinam@ukiexpress.com](mailto:tinam@ukiexpress.com) for all accounting matters or call on 01695 551000 Option 3