



City of London Courier Limited

(Established 1968)

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TO ALL CLIENTS

Dated as received

Dear Sir/Madam

Re: Company Terms & Conditions to Account Clients

Our company request from all prospective clients who wish to open a credit account a written letter on the company headed notepaper requesting an Account to be opened and agreeing to the following Terms and Conditions:-

1. All invoices must be settled promptly within fourteen days of receipt of the monthly invoice.
2. All client references or cost codes must be given for billing at time of telephone request for couriers including the Account Number which is initially allocated to your company.

Should your company prefer weekly invoicing, invoices would be sent to you weekly and payment made within fourteen days of receipt of same.

Trusting you find this helpful and we also attach a current copy of our latest price list.

Yours sincerely

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