



FAO Accounts Department

Dear Sirs,

I would be grateful if you could complete the below and email back to me so I can set up your account on our system:

Company Name.....

Invoice Address.....

.....

.....

Accounts Telephone.....

Accounts Contact.....

Are purchase orders required for each invoice: Yes/No

Accounts Email.....

VAT Reg:

Company No:

Kind Regards

Samantha Whittaker
Finance Director

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