



## JOB AND PAYMENT CONFIRMATION SHEET

REV 3 - SEPT 08

Dear Sir/Madam,



**PLEASE NOTE: NO WORK WILL BE STARTED UNTIL THESE PAYMENT TERMS ARE SIGNED, OBSERVED AND COMPLETED CONTACT DETAILS BELOW SENT TO US.**

In order to proceed with the SAP / SBEM calculations we require the following to be completed;

<b>PROJECT REF NUMBER</b> <i>(office use only)</i>	<b>SP</b> _____	<b>SB</b> _____	<b>EX</b> _____
<b>PROJECT ADDRESS</b>			
<b>ARCHITECT /AGENT – Name and Practice</b>	*		
	<b>Tel:</b> *	<b>Email:</b>	
<b>Invoice to: Name + Address Tel. no (incl. post code)</b>	*		
	<b>Tel:</b> *	<b>Mobile:</b>	
<b>Reports to: (2 copies) Name + Address (incl. post code)</b>			

**\*ALL FIELDS MUST BE FILLED IN**

**PAYMENT TERMS: Only customers who have trading accounts will be given 30days credit from date of invoice.**

**ALL OTHERS; will be expected to pay by cheque or credit card IN ADVANCE of any work being carried out. This INCLUDES all architects clients who are to be invoiced directly. Please sign and acknowledge clear understanding of these terms at rates below;**

**Signed \_\_\_\_\_ Date: \_\_\_\_\_**

**1 - Cheques** - made payable to Commercial Connections Ltd. – Job Address, your contact address and phone number attached with all payments

