



Unison

Invoice No.
Invoice/Tax Date
Order No.
Account No.
Estimate No.
Re:

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19/05/2016

Invoice

	Qty	Cost	Total	VAT
EU 1 - MAILED 23 MAY				
To Receive and Re-format Data	1	£75.00	£75.00	£15.00
Mailsort Data	97,319	£3.00 /1000	£291.96	£58.39
PROCESSING OF DATA TO BE CHARGED AFTER EU3 - ONCE WE KNOW HOW MUCH TIME HAS BEEN ALLOCATED TO THE JOBS				
Simplex Laser A4 Letter	97,319	£16.00 /1000	£1,557.10	£311.42
Machine fold A4 - DL(Letter)	97,319	£3.00 /1000	£291.96	£58.39
Set Envelope Machine	3	£25.00	£75.00	£15.00
Enclose 1st item into Envelope(Folded Letter)	97,319	£12.00 /1000	£1,167.83	£233.57
Baq and Bundle	97,319	£3.00 /1000	£291.96	£58.39
POSTAGEif Royal Mail 2nd class (2 day service) 26p per item	97,319	£260.00 /1000	£25,302.94	£5,060.59
PRINT				
To produce A4 Letter printed 4 colours on face only	1,000,000	£12.50 /1000	£12,500.00	£2,500.00
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Supply DL window envelope printed 4 colours on face and black in flap	1,000,000	£13.15 /1000	£13,150.00	£2,630.00
			£54,703.75	£10,940.75

TERMS: STRICTLY 30 DAYS FROM INVOICE DATE
Title of goods is retained until payment in full is made

Total £54,703.75

VAT £10,940.75

Total Due £65,644.50

Please note that all work carried out in our factory will be subject to a minimum invoice charge.
Please note all invoice queries must be reported within 7 days of invoice date