



INVOICE IS NOW DUE FOR PAYMENT  
Payment Terms - 28 Days  
For details of how to pay, please see over

**Name and Address of Customer**

Scottish Government  
Elections Team Area 2W  
St Andrews House  
Edinburgh  
EH1 3DG.

**Customer Account No :** 2101196  
**Invoice Ref :** 4501309  
**Invoice/Tax Date :** 07-APR-17

**V.A.T. NOTE**

(0) - OUTSIDE SCOPE (7) - ZERO RATED  
(4) - EXEMPT (F) - 5%  
(T) - STANDARD RATE 20%

**Office of Issue (Enquiries Only)**

Chief Executive  
Woodhill House  
Westburn Road  
Aberdeen  
AB16 5GB

**V.A.T. Reg No: GB 663 7554 08**

If a RECEIPT is required mark (X) in the box and return this invoice to one of the payment offices detailed on the back.

**Enquiries To :-** **Redacted**

Description	Amount	V.A.T.		Total
E-count equipment and Services for Local Government Election 2017 - Ref PO 965341	109,894.30	0	0.00	109,894.30
<b>Invoice Total</b>	<b>GBP 109,894.30</b>		<b>0.00</b>	<b>109,894.30</b>

**PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE**

**ABERDEENSHIRE COUNCIL**

Scottish Government  
Elections Team Area 2W  
St Andrews House  
Edinburgh  
EH1 3DG.

**Customer Account No :** 2101196  
**Invoice Ref :** 4501309  
**Invoice/Tax Date :** 07-APR-17

**Please do not send your payment to the Office of Issue address printed above, as they cannot accept payments. By doing this there will be a delay in processing your payment, which may result in recovery action being taken.**



**Amount Due - 109,894.30**

## Payment Information

Payment can be made by any of the following methods:

### DIRECT DEBIT

Direct Debit is the quick and easy way to pay. Please phone **01467 533444** to request a Direct Debit Mandate. Please ensure that you have your Account Number and Invoice Reference to hand before phoning.

### PAY ONLINE

Please enter your Account Number followed by Invoice Number in the reference field.  
Payment can be made on-line at [www.aberdeenshire.gov.uk/pay](http://www.aberdeenshire.gov.uk/pay)

### DEBIT OR CREDIT CARD

Payment can be made by debit or credit card 24 hours a day 7 days a week by telephoning our Automated Telephone Payment (ATP) Service on **0845 303 9480**. Please ensure that you have your Account Number and Invoice Reference to hand before phoning. **There is a 2% charge for credit card payments.**

### BY BACS

Please pay to the Clydesdale Bank PLC, 1 Queens Cross, Aberdeen, AB15 4NU  
Sort Code 82-60-11, for the credit of Aberdeenshire Council, Bank Account 70002089  
Please quote your Customer Account Number and Invoice Reference on all payments.

### Please forward all BACS remittance to the following address:

Aberdeenshire Council - Corporate Services, Income Control, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ

### AT A LOCAL COLLECTION OFFICE

Payment can be made by Cash, Cheque, Debit or Credit Card at any of the Collection Offices shown below quoting your Customer Account Number and Invoice Reference.

Towie House, Manse Road, Turrif, AB53 4AY  
45 Bridge Street, Ellon, AB41 9AA  
Buchan House, St Peter's Street, Peterhead, AB42 1QF  
Gordon House, Blackhall Road, Inverurie, AB51 3WA

55 Mid Street, Fraserburgh, AB43 9EP  
16-22 Allardice Street, Stonehaven, AB39 2BR  
25 Gordon Street, Huntly, AB54 8EQ  
34 Low Street, Banff, AB45 1AY

**Collection Offices are open between 9.00am and 4.30pm, Monday to Friday.**

### BY POST

Please send your Cheque to one of the Collection Offices detailed above. Cheques should be crossed and made payable to "Aberdeenshire Council". Please quote your Customer Account Number and Invoice Reference on the reverse of your cheque. **Please do not send cash by post.**

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### CHANGE OF DETAILS:

<b>Title: Mr/Mrs/Miss/Ms</b>	
<b>Forename(s):</b>	
<b>Surname:</b>	
<b>Company Name (If applicable):</b>	
<b>Address (Including Postcode):</b>	
<b>Telephone Number (Incl. STD Code):</b>	
<b>Signature:</b>	<b>Date:</b>