

MITCHELL STORAGE & DISTRIBUTION LTD **INVOICING GUIDE 2025**

Invoicing Period

Invoices are raised weekly (Monday to Sunday) by the **manifest date** of each consignment. Only one invoice will be provided per week, as standard. There may be exceptions to this rule. All invoices are sent weekly to your chosen email addresses. These email addresses will need to be provided upon official account opening via our New Customer Account form.

Invoices

All invoices clearly show the invoice number, invoice date, customer account code and customer name & address.

All invoices also detail the below for each consignment:

- **Manifest date** – date the job was created
- **Delivery name** – name of the delivery location
- **Postcode** – delivery location postcode
- **Ref 1** – given Palletforce Alliance number
- **Ref 2** – Your chosen reference number for the consignment
- **Type** – different pallet types e.g. quarter, half, full, oversize
- **Items** – total number of pallets sent
- **Weight** – total weight of all pallets sent
- **Service** – the service level the consignment was sent on e.g. next day, economy
- **Charge** - the total charge for the consignment

Fuel surcharge is shown at the bottom of each invoice above the net, vat and gross totals.

Our invoicing currency is in GBP.

The standard 20% VAT rate applies on all invoices.

Contract payment terms

Our payment terms are strictly 30 days from date of invoice.

Bank Details

Our bank details can be found at the bottom of all invoices.

Please send all **invoice queries** to Accounts@mitchelldistribution.co.uk. All queries need to be received in writing within 5 days of receipt of the invoice.

All goods are carried in accordance with our Standard Conditions of Carriage (RHA 2024). SUBJECT TO RHA T&C's.
MEMBER NO. 22214