

Mr & Mrs Smith  
 1/4 Edinburgh Crescent  
 Edinburgh  
 EH1 1EG

ACCOUNT No.	00020041
INVOICE No.	061265
DATE	27/05/12

CHARGES FOR PERIOD FROM 28/02/2012 TO 27/05/2012

## INVOICE

PROPERTY 1/4 Edinburgh Crescent, Edinburgh

DEVELOPMENT Edinburgh Crescent

DATE	DESCRIPTION	AMOUNT	SHARE	CHARGE	VAT	TOTAL
28/02/12	<b>BALANCE BROUGHT FORWARD</b> Payment Received - Cheque					<b>197.85 Dr</b> 197.85 Cr
	<b>TOTAL PAYMENTS RECEIVED</b>					<b>-197.85 Cr</b>
20/03/12	City Cleaning Ltd CLEANING	132.76	1/10	11.06	2.21	13.27
16/04/12	City Cleaning Ltd CLEANING	132.76	1/10	11.06	2.21	13.27
20/05/12	City Cleaning Ltd CLEANING	132.76	1/10	11.06	2.21	13.27
12/02/12	Scottish Power (Garages) ELECTRICITY	152.00	1/5	25.33	5.07	30.04
12/02/12	Scottish Power (Stairwell) ELECTRICITY	200.00	1/10	16.67	3.33	20.00
15/05/12	A.N.O Gardening GARDEN MAINTENANCE	95.27	1/10	7.93	1.59	9.53
17/03/12	Odd Jobs Inc. REPAIRS TO DOWNPIP	24.00	1/10	2.40	0.00	2.40
04/04/12	Pressure Wash Ltd CLEANING OF REAR ENTRANCE STAIRS	150.00	1/5	25.00	5.00	30.00
28/02/12	Building Insurance BUILDING INSURANCE	410.08	1/10	41.01	0.00	41.01
27/05/12	James Gibb residential factors Management Fee: 28/02/2012 to 27/05/2012	45.00	1/1	37.50	7.50	45.00

- PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE IF YOU WISH A RECEIPT
- IF PAYING BY STANDING ORDER, PLEASE ENSURE YOUR ACCOUNT IS KEPT IN CREDIT

THIS INVOICE IS DUE FOR PAYMENT WITHIN 14 DAYS

BALANCE BROUGHT FORWARD	<b>197.85Dr</b>
TOTAL PAYMENT RECEIVED	<b>197.85Cr</b>
TOTAL CHARGE THIS PERIOD	<b>217.79Dr</b>
<b>BALANCE</b>	<b>217.79Dr</b>

## UNDERSTANDING YOUR INVOICE

Our invoices are produced in such a way that we offer complete transparency of the items that form your total charges.

For the purposes of clarity, a "CR" amount in the body of the invoice indicates money received from or going to you. This may be a payment, refund or correction etc. A "DR" amount in the body of the invoice indicates a charge to you.

At the bottom of the invoice, the Balance section will display either "CR" or a "DR" amount. A credit amount "CR" means that your account is in credit and you owe us nothing on this bill. The "CR" amount will be carried forward to your next bill and deducted from the total. A debit "DR" means that you are due to pay the amount quoted.






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## PAYMENT OF YOUR ACCOUNT

Please note that our invoices are due for payment within fourteen days of the invoicing date. If you pay by monthly standing order, and your invoice shows a debit balance (DR), please pay the amount outstanding to clear your account.

You can pay your account by the following methods:

- 1 ON-LINE AT [www.jamesgibb.co.uk](http://www.jamesgibb.co.uk)**  
Payments can be made on our web site. Go to [www.jamesgibb.co.uk](http://www.jamesgibb.co.uk), select the "make a payment" tab on the left hand side and follow the instructions. Please note that there is a 2.5% charge if you wish to pay by credit card but no charge if paying by debit card.
- 2 ON-LINE BANKING**  
If you wish to pay your account using this method, you will require on-line access to your own bank account and will need to establish the following payment account:
  - Account Name: James Gibb Client Account
  - Account No.: 00162742
  - Sort Code: 83-19-20
  - Please quote your unique James Gibb Account No. (found on your invoice) to enable our accounts staff to match your payment to your account.
- 3 STANDING ORDER**  
If you'd like to spread the cost in advance of receiving your quarterly bills, you may wish to set up a standing order. Please speak to our accounts team should you wish to use this payment method. Call on **0131 229 3481** or email [factors@jamesgibb.co.uk](mailto:factors@jamesgibb.co.uk). The conditions relating to standing order payments can be obtained from our accounts team.
- 4 BY TELEPHONE**  
You can call the office to pay using your debit or credit card.  
Please note that there is a 2.5% charge if you wish to pay by credit card but no charge if paying by debit card.


- 5 AT THE OFFICE**  
You can pay at the office by debit or credit card, cash or cheque. Please note that there is a 2.5% charge if you wish to pay by credit card but no charge if paying by debit card. Cheques should be made payable to "James Gibb Property Management Ltd".
- 6 CHEQUE PAYMENT BY POST**  
If paying by cheque, please ensure that you write your unique James Gibb Account No. (found on your invoice) on the back of the cheque to enable our accounts staff to match your payment to your account. Cheques should be made payable to "James Gibb Property Management Ltd".

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## INVOICE DISPUTES

If you do not understand, or if you dispute, any part of your invoice, please let us know as soon as possible after receipt of the invoice, certainly within 14 days. By doing this, we can update our systems to ensure that you are not pursued for any amounts that are disputed and not yet resolved. All non-disputed parts of the invoice should be paid, as normal, within the 14 day period.

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## DEBT RECOVERY

As your managing agents, it is our duty to ensure that payments are made on time to ensure sufficient funds exist in your development account. As such, a late payment fee of £20.00 plus VAT will apply to accounts that remain unpaid after the payment due date. Should a late payment fee apply, you will be notified in writing.

If a debt remains unpaid after our reminder and application of the late payment fee, we will pass the account to our external legal services to pursue the debt.

We offer a 24 hour service for home emergencies. Please call our normal number for assistance at any time **0131 229 3481**