

ROUGHTON NELSON

Professional Insurance Brokers

Payment of Invoices

Dear Client,

The amount owing on the attached invoice/statement must be paid by due date unless we have agreed with you as to alternative arrangements.

You may pay by the following methods:

- **Cheque**
Attach your cheque to the remittance slip and post it to us
- **Direct Credit/Electronic Transfer**
Credit our bank account No: 12-3209-0030693-02 and post to us the payment slip or advise by e-mail broker@rnl.co.nz
- **Credit Card – Visa or Mastercard**
Fill in your details on the payment slip & post it to us.
- **Cash**
Call into our office and you can pay by cash, cheque or credit card.
- **Monthly by Direct Debit**
If you wish to pay monthly, please call us and we will send you the appropriate documentation.

Receipts will not be issued unless requested.

If you have any questions relating to your account, please telephone our office on 07 839 0110.



PAYMENT SLIP

Client No: C _____ Name of Account: _____

Cheque for \$ _____

Charge my Credit Card \$ _____

Visa Mastercard

Card Number

Cardholders Name _____ Expiry Date ____/____/____

Signature _____