



Land Securities Properties Limited
100 Victoria Street London SW1E 5JL
T +44 (0)20 7413 9000
landsec.com

REQUEST FOR PAYMENT

Customer Limited
1 High Street
LONDON
EC1A 1AA

Document No: 6000000
Document Date: 05/05/2020
Due Date: 19/05/2020
Account No: 1111D111/1:AA11
Your Contact:
PO Number:

THIS IS NOT A VAT INVOICE

Landlord (address for service of notices including proceedings)	Tenant
Name: [Landsec Example Co Ltd Address: 100 Victoria Street, London, SW1E 5JL VAT Registration No: 000 0000 00	Name: Customer Ltd Address: [Demise], [Property address]

Period Covered	Description	VAT Rate	Net	VAT	Gross
01/05/2020-31/05/2020	Rent for Period	20.00%	12,345.00	2,469.00	14,814.00

Net Total GBP 12,345.00

VAT Total (20.00%) GBP 2,469.00

Total due for payment by 19/05/2020 GBP 14,814.00

Important: Please quote 6000000 and 1111D111/1:AA11 with your payment

WHERE APPLICABLE A VAT RECEIPT WILL BE ISSUED ON RECEIPT OF THE MONIES DUE.

To expediate the issuing of the VAT receipt please send remittances to remittances@landsec.com (in pdf format). For further information about this change of process please go to www.landsec.com/invoices. This document is issued without prejudice to the landlord's rights in respect of any subsisting breach of the terms of the tenancy. Acceptance of any sums received from a third party (other than the named tenant) in respect of the whole or any part of any sums billed will only be accepted on the basis that any such sums have been paid by, or on behalf of, the tenant and no transfer or variation of the lease is to be inferred by the acceptance of such sums. For more information on how Landsec uses your personal information, please see www.landsec.com/mydata

Please find payment methods and contact details on the reverse of this document.



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Contacts for additional information:

Credit control +44 (20) xxxx xxxx [\(name\)@landsec.com](mailto:(name)@landsec.com)
Billing detail +44 (20) xxxx xxxx [\(name\)@landsec.com](mailto:(name)@landsec.com)

How to pay

Electronic Payments

Please quote **6000000** and **1111D111/1:AA11** with your payment directly into our bank account, details of which can be found below:



Pay To: **Lloyds Bank PLC**
Sort Code: **300002**
A/C Name: **[Account Name]**
A/C No: **XXXXXXXX**
Ref: **[1111D111/1:AA11]**
IBAN: **[XXX]**
SWIFT:
SEPA ID:

By Post

Cheques must arrive no later than the due date stated on your document. Cheques should be made payable to [Account Name], clearly stating on the reverse **1111D111/1:AA11** and **6000000**.



Please remember you must pay all sums due by 19/05/2020