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|  Dear \_\_\_\_\_\_\_ , As per our conversation we are arranging finance for ­­­\_\_\_\_\_\_\_\_\_­­­­­­­­­**.**Please see below the invoice instructions, if you could please return the invoice back via email to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**PLEASE INCLUDE WITHIN INVOICE -** ·         Show full specs of vehicle, inc year of manufacture, reg number, chassis/serial number ·         State full price with VAT (if applicable) ·         Customers name and address under delivery address (see below) ·         Your VAT numbers ·         Contact name on invoice ·         Full supplier bank details  |
| **The invoice should read as follows:** |
| **Invoice to:** | **Deliver to:** |
| **Total cost of Asset** | **£**  |
| **VAT** | **£** |
| **Subtotal** | **£** |
| **Deposit/Part Exchange** | **£** |
| **Balance due from  \_\_\_\_\_\_\_\_\_** | **£** |