Please complete the below and return with PDF letterhead confirming of your bank details to [finance@reachsouth.org](mailto:finance@reachsouth.org)

|  |  |
| --- | --- |
| **Company Name** |  |
| **Company Address** |  |
| **Contact Telephone Number** |  |
| **Email Address - Orders** |  |
| **Email Address - Remittance Advices (if different)** |  |
| **Supplier Account/Reference No. (if applicable)** |  |
| **Payment Terms (default 30 days)[[1]](#endnote-1)** | 30 Days |
| **Payment Method Type (default BACS)[[2]](#endnote-2)** | BACS |
| **Bank Account Sort Code[[3]](#endnote-3)** |  |
| **Bank Account Number** |  |
| **VAT number** |  |
| **VAT-126-Description[[4]](#endnote-4)** |  |

Please confirm:

You agree for us to store your details on our financial database for the purpose intended only, in line with our policy and audit requirements. This will not be used for any other purpose or shared with third parties.

You are not a related party to any members of Reach South Academy Trust. If yes, please add details below:

* Details of person related to:
* Your Job Title:

This is a polite reminder to ensure invoices for any Reach South schools are emailed in PDF format directly to [invoices@reachsouth.org](mailto:invoices@reachsouth.org) for prompt processing and payment. **Reach South cannot guarantee payment within terms of paper invoices delivered by post to any of its schools**. This is especially important during periods when schools are closed, either during scheduled school holidays, or in the event that schools are required to close at short notice, due to reasons outside of their control.

In addition, please quote the Reach South purchase order number on all invoices. **Reach South will not pay any invoices that do not reference the purchase order number.**

1. Payment terms should not exceed 30 days [↑](#endnote-ref-1)
2. Payment method will be BACS into the account details given above [↑](#endnote-ref-2)
3. Please provide evidence of bank account details by scanning details on company letterhead or via email from a company email address. [↑](#endnote-ref-3)
4. Please provide a description of the company’s activities e.g. Utility provider, Stationery Provider, Supply agency [↑](#endnote-ref-4)