

## Paying Your Bill?

### You can make a payment in several ways

#### Pay by Telephone / Internet Banking

Instruct your bank to make payment to Barclays Bank Sort Code **20-87-94**, Account Number **50268860**. Please remember to quote your Account Number that appears on your invoice.

Please allow **5 working days** for the payments to credit your account.

#### Pay by Post (by cheque or postal order)

Please make your cheque or postal order payable to **4tel Communications Limited**. If you are sending postal orders please retain your counterfoil until the payment is credited to your account.

Our payment address is: 4tel Communications Limited  
Payments Centre  
Carrick Business Centre  
Commercial Road  
Penryn  
TR10 8AR

Please remember to write your Account Number on the reverse of your cheque or postal order and allow **5 working days** for the payments to credit your account.

#### Pay by Debit / Credit Card

You may also use your Credit or Debit card to pay your invoice. If you wish to use this method of payment please contact Customer Services on Freephone 0800 505 3210.

Please remember to quote your invoice number if paying by this method.

#### Pay by Direct Debit



You will need to fill in a Direct Debit form and return this to us. Please ring us on 0800 505 3210 to request a form.

Please keep making payments in the normal way until a message on your invoice confirms that your payments will be taken automatically.

#### The Direct Debit Guarantee

- All Banks and Building Societies that take part in the Direct Debit Scheme offer this guarantee. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payments dates change, Eazipay Ltd re 4tel Comms Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Eazipay Ltd re 4tel Comms Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time in writing to your Bank or Building Society. Please also send a copy of your letter to us.

#### We will take this automatically and your payment will reach us in time.

Please allow **4 working days** for the payments to credit your account after it has left your Bank or Building Society.