

For landlords, agents, shops and offices who want regular work invoiced monthly. Please complete and return to info@castlesiteservices.com or by WhatsApp to 07459 959884.

Customer details

Company or customer name		Company number (if any)
Billing address		Postcode
Accounts contact name	Phone	Email

Properties we will work at

Property address	Contact at property
Property address	Contact at property
Property address	Contact at property

Who can order work

Name	Phone	Email
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Purchase order number needed on each job? ☐ Yes ☐ No

Type and amount of work expected

☐ Repairs ☐ Assembly ☐ TV mounting ☐ Garden ☐ Changeover ☐ Other

How often (for example weekly, monthly, as needed) Estimated jobs per month

Payment terms

- We invoice monthly, itemised by job, with materials at cost and receipts. Each invoice includes a secure SumUp card payment link. We do not take bank transfers.
- Payment is due within the number of days agreed below. Late payment may be charged interest and recovery costs as the law allows for business customers.

Payment due within: ☐ 14 days ☐ 30 days ☐ Other: _____

I confirm the details above are correct and I agree to Castle Site Services' terms of work.

Signature	Print name and role	Date
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For Castle Site Services use

☐ Approved Account reference Approved by / date