

PAYMENT (BUYER & SELLER)

An example payment letter could look like this

1. Reference to the goods / invoice / statement
2. Mode of payment
3. Polite ending

Aeronautical Precision Ltd
20 Flood Street
Pumpstone
PS21 3UT
United Kingdom
Tel. +44 (0)185 6793232
Fax. +44 (0)185 6797765
E-mail. info@aeronautical-precision.co.uk
http://www.aeronautical-precision.co.uk

15 June 2009

International Bolts GmbH
 Schraubenweg 3
 38907 Schraubenhausen
 Germany

Dear Mr Gewinde

Your Invoice No. IB8/HJ09 for €4,800.00 of 3 June 2009 1. Reference

We have now taken delivery of the consignment of bolts as per our order no. 210/01 dated 22 May 2009. The goods have been checked and we are pleased to confirm that they are as ordered.

We have therefore instructed our bank to remit the invoice amount by SWIFT to your account no. 458896781 at the International Bank in Frankfurt as agreed. 2. Mode of payment

Please contact us should you not receive our remittance within the next few days.

Yours sincerely 3. Polite ending

Aeronautical Precision Ltd
Thomas Plane
 Thomas Plane (Mr)
 Director of Purchasing