**DEPOSIT RECEIPT**

Date

Dear

**Estimate No. UPM**

Thank you for your valued order, we are pleased to confirm receipt of your **£** deposit.

If you have placed your order over the phone, can you please sign and detach the tear off acceptance slip at the foot of the quotation/estimate and return to us by email or post.

Your order is now being processed and we anticipate delivery in approximately 4-6 weeks.
However, all delivery times are given in good faith and based on manufacturers’ standard lead times. Unfortunately, we are not able to book an installation until we physically have a product.
We will contact you again as soon as your order is ready for installation/delivery.

If you have any queries, please do not hesitate to contact us.

**Terms of business**

50% Deposit with order
30% Of gross order value when installation is scheduled
20% Balance payment to Installer on completion

Yours sincerely,

**James Penning**
Branch Manager