



Gloucestershire Constabulary

County Police Headquarters,
No. 1 Waterwells, Waterwells Drive,
Quedgeley, Gloucester, GL2 2AN

Tel: 101 www.gloucestershire.police.uk

Criminal Justice Dept
No.1 Waterwells
Waterwells Drive
Quedgeley
Gloucester GL2 2AN

Date: 13/04/2016

Dear,

Civil litigation department – Accepting BACS payments from 1st June 2016

We are writing to advise your company of a new development for the Constabulary in respect of payment for civil litigation enquiries. Typically businesses such as yours, solicitors, insurance companies or brokers have been contacting us to request data, and paying for each enquiry with an individual cheque in payment. We recognise that this is inefficient for both parties.

From 1st June, it is proposed that instead of asking for a cheque from you for each individual enquiry, that we input onto spreadsheet each request that we receive from your company, with identifying details (date requested/ your reference number/our case file/our agreed fee).

At the end of each calendar month, we will generate an invoice based upon this information, and either e-mail or post the invoice plus the supporting spreadsheet, whichever is more convenient to you.

Only BACS payments will be accepted in payment and we would expect settlement 14 days from the date of the invoice.

We believe that the benefits to you will be less paperwork and importantly, a much quicker turnaround for the provision of information – where we will not be waiting for payment of each individual cheque in order to provide the information requested. In a sister force where this scheme has already been implemented, we understand that timescales between applying and the release of the report has reduced considerably.

If you wish to take part in this scheme, can I ask you please to complete and return the attached application for credit. These details are required so that any monies received by us that cannot be identified can be returned to you. We will then set you up on the system and first invoices can be expected at the end of June. Please be assured that there is no cost incurred to set up on this system, however once implemented, we do reserve the right to charge interest from the due date of invoice for late payment (to cover the cost of credit control for administration of the scheme). Our terms and conditions are attached to the application form.





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Once we have the completed credit application I will send you our bank details.

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

David Hawker
Unit Manager CJD
Direct dial no. 01452 752248
e-mail david.hawker@gloucestershire.pnn.police.uk





Application for Credit

Business Details

Full name of business

Trading title (if different)

Company Partnership Sole trader

Business address

Tel Fax

Company Registration No

Email

Preferred means of contact/billing: Post / Email

If sole trader give full name and private address

If partnership give names of partners and private addresses

Name	Address

Bank Details for bank reference

Bank

Branch

Address

Sort Code Account Number

Your bank may be requested to fax a reference by return. Your instruction to your banker to supply this reference is required. (Any charges incurred must be met by the account holder.)

I hereby authorise you to contact my bank confirm credit worthiness.

In making this application for credit I/we agree to abide by your terms and conditions (printed overleaf)

Authorised Signatory
Print name and position

Date





TERMS AND CONDITIONS

1. Settlement – 14 days from date of invoice
2. Payments may be made, quoting the invoice number by BACS only.
Banking details will be provided when we receive the completed request
3. Payment advice should be posted to:
Gloucestershire Constabulary Finance Department
Address: Headquarters, No.1 Waterwells, Waterwells Drive,
Quedgeley, Gloucester.GL2 2AN

Alternatively, E-Mailed to: Finance.HQ@gloucestershire.pnn.police.uk
4. Purchase orders must be provided.
5. In accordance with s69 of the County Court Act 1984 interest will be charged at a rate of 8% per annum from the due date of the invoice for late payment.
6. Gloucestershire police reserves the right to withdraw credit facilities should the account not be maintained in accordance with our terms and conditions.
7. If an account becomes overdue, any future requests for data from that company as a whole will be rejected until payment for previous data disclosed has been paid. Upon settlement the account will be reactivated and any outstanding requests resubmitted via e-mail.

